

حمل الآن

مجانا وحصريا

المراجعة رقم (1)

الترم الثاني



Summary

Unit
3

The Digital Citizen
in the Online World

Lesson 1

» **Digital Responsibility:** It means thinking about the impact of our actions on the people around us.

- o Use the Internet for communication and learning.
- o Don't use the Internet to hurt others or bully them.
- o Be polite and respectful online.



Rights الحقوق



- 1 Protection from piracy
مكافحة القرصنة وحماية الحقوق.



- 2 Ability to engage with others online
القدرة على التفاعل الإيجابي مع الآخرين عبر الإنترنت.



- 3 Share and access information online
مشاركة المعلومات والحصول عليها عبر الإنترنت.

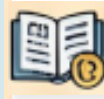


- 4 Ability to use the Internet when you need to
استخدام الإنترنت عند الحاجة إليه.

Responsibility المسئوليات



- 1 Respect others' privacy.
احترام خصوصية الآخرين.



- 2 Respect various sources.
احترام المصادر المتنوعة للمعلومات.



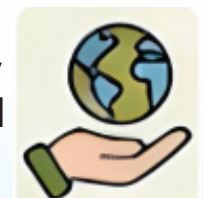
- 3 Exhibit positive behavior in interactions with others.
إظهار سلوك إيجابي في التعامل مع الآخرين.



- 4 Ensuring safe sharing online.
الحرص على المشاركة الآمنة عبر الإنترنت.

» **Social Responsibility:**

- o Schools and media help spread awareness. They provide tips on how to protect ourselves and others, and how to avoid spreading rumors or false information.
- o Using technology for useful purposes, being honest, respectful, and trustworthy online shows good digital citizenship and makes the Internet safer for everyone.



Lesson 2

»» **A website:** It is a group of connected pages that have text, images, and videos.

o **Menu Bar:** It helps you navigate easily between the pages of the site.

o **Search Box:** It helps you find specific information quickly.

o **Interaction Buttons:** They are used to share or save content.

»» **Reliable Websites:**

① Egyptian Knowledge Bank (EKB)

② Alexandria Digital Library.

»» **How to check if a website is safe:**

- o It belongs to a well-known organization.
- o Information should be clear, accurate, and not fake.
- o Check the website address (URL).

»» **Features of a Good Website:**

- o Attractive and organized design.
- o Easy navigation and access to information
- o Organized and clear content written in simple language.

»» **Note:** You can build simple websites using tools like Google Sites or WordPress.



Lesson 3



Websites are classified into

① **Commercial Websites**



② **Non-Commercial Websites**

1 Commercial Websites:

- o They are used for buying and selling products or services online.
- o They save time and effort, but you should be careful when using them.



Examples: 1 E-stores (e.g., Amazon)

2 Digital advertisements

2 Non-Commercial Websites:

- o They are used to share knowledge and information without making profits.
- o You can read books, watch lessons, and learn new skills for free.

Examples: 1 Educational websites

2 Digital libraries, such as EKB

3 E-Learning platforms



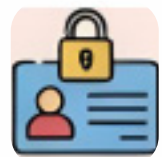
Digital libraries:
Such as: **EKB**

» Dealing with Online Advertisements:

- o Be a smart user; some ads can be misleading.
- o They might show low prices or make fake promises to attract customers.

» Safe Shopping Rules:

- o Never share passwords or personal info (like card numbers).
- o Look for the "Padlock" icon or "https" at the start of the URL; this means the site protects your data.



Lesson 4

» **Web browser:** It's a program that helps you browse the Internet easily.

Examples: 1 Google Chrome

2 Microsoft Edge



»» Microsoft Edge Features:

- o It comes with Microsoft Windows.
- o It starts very quickly when clicked. (Startup Boost)
- o It keeps the information safe and private.



»» Collections Tool in Microsoft Edge:

- o It helps organize research and projects in one place.
- o **Steps to use:** Click the Collections icon → "Start a New Collection" → Type a name → "Add Current Page".
- o Users can **drag and drop** images, videos, or links directly into the collection.

Lesson 5

سلسلة كتب الاستاذ

»» Smart Searching: Use accurate keywords to find information quickly.

»» There are many types of reliable online sources, such as

- | | |
|------------------------|-----------------------|
| 1 Educational websites | 2 Digital libraries |
| 3 Online encyclopedias | 4 Scientific articles |

»» To know if a website is reliable, check the following:

- 1 **Author Name:** Check if it's a known person or organization.
- 2 **Date:** Ensure the content is recent or updated.
- 3 **No Mistakes:** Reliable sites have correct spelling and grammar.
- 4 **Organized:** The design should be clear and easy to read.



»» Some unknown or unofficial websites may contain false information or fake news.

»» Compare information from multiple sources to ensure accuracy.

»» Give priority to results from educational or official websites.



- » Always credit the sources used at the end of the project.
This shows respect for the **intellectual property rights**



Lesson 6

» Ways of digital communication:

1 Synchronous Communication (Direct):

- o It is a real-time communication that occurs at the same time.



» It is useful when:

1. You need a quick discussion or an immediate response.
2. You want to communicate with a group immediately.

- o **Examples:** 1 Video calls 2 Instant chats
3 Phone calls

2 Asynchronous Communication:

- o It happens when you send a message and the other person replies later.
- o It does not require an instant response.



» It is useful when:

1. You need time to think.
2. You don't need an immediate answer.

- o **Examples:** 1 Email 2 Educational forums

» Ethics of Online Communication:

- 1 Use polite words.
- 2 Respect others' opinions.
- 3 Avoid sending many repeated messages.
- 4 Do not share inappropriate pictures or symbols.



February and March Model Exams

Model Exam

1

1 Choose the correct answer:

- 1 Digital citizenship is defined as
 - a. Using games only
 - b. disable the internet
 - c. Use technology carefully and respectfully
 - d. don't share information
- 2 Good online behavior is
 - a. Respecting others
 - b. Mocking others
 - c. Ignoring the rules
 - d. posting people's photos without their permission
- 3 To add the current page to a new group in Microsoft Edge We choose
 - a. Add current page.
 - b. close window.
 - c. delete history.
 - d. new tap only.
- 4 Methods of verifying information
 - a. Comparing more than one site.
 - b. Read only one title.
 - c. Ignore the sources.
 - d. Copying texts without reviewing them.
- 5 is/are an example of asynchronous communication.
 - a. Instant messaging
 - b. Phone calls
 - c. Educational forums
 - d. Video chats

2 Put (✓) or (✗):

- 1 Information websites are used for entertainment purposes only. ()
- 2 Commercial services are intended for awareness-raising purposes. ()
- 3 Groups cannot be created within the browser. ()
- 4 Example of web browsers is Google Chrome ()
- 5 Educational websites and digital libraries are reliable sources. ()
- 6 The publication date should be ignored. ()
- 7 Email is an example of asynchronous communication. ()
- 8 A website can only be created using complex programs. ()

1 Choose the correct answer:

- 3 A good source should contain
- a. The author's name. b. numbers.
- c. Just a lot of pictures. d. advertisements.
- 4 are an example of synchronous communication.
- a. Video calls b. Recorded videos
- c. Emails d. Paper notes
- 5 The interaction buttons on a website allow us to the content.
- a. share b. save
- c. hide d. both a and b
- 6 Websites are made of that contain text, pictures, links, and videos.
- a. search boxes b. menu bars
- c. linked pages d. buttons
- 7 Using technology to serve our society and help others shows that we are
- a. loyal and cooperative b. angry and rude
- c. lazy d. hackers

2 Put (✓) or (X):

- 1 The Library of Alexandria website is a reliable source. ()
- 2 Anyone can create a simple website by himself. ()
- 3 Personal information must be known during the purchase process from unsafe website . ()
- 4 You can use a Microsoft Edge browser on the Windows operating system ()
- 5 Any website can be trusted without verification. ()
- 6 Sending many repeated messages is a good way to show activity. ()
- 7 Respecting sources of information is part of your digital responsibilities. ()
- 8 Google Sites is a tool to create simple websites. ()

Model Exam

3

1 Choose the correct answer:

- 1 Some common online misconceptions are
 - a. Mocking others
 - b. Disrespect for rules
 - c. Posting photos without permission
 - d. All of them
- 2 A website can be created using
 - a. WordPress.
 - b. Excel.
 - c. PowerPoint.
 - d. Word.
- 3 are an example of asynchronous communication.
 - a. Phone calls
 - b. Direct conversations
 - c. Emails
 - d. Live conferences
- 4 When writing a research paper, you must
 - a. mention the sources
 - b. hide the sources
 - c. delete the references
 - d. ignore the information
- 5 Features of Microsoft Edge include
 - a. security
 - b. opening fast
 - c. privacy
 - d. all of them
- 6 All of the following are examples of commercial websites EXCEPT
 - a. Amazon
 - b. digital advertisements
 - c. Egyptian Knowledge Bank
 - d. online shops
- 7 To know if a website is safe for shopping, look for the symbol.
 - a. exclamation mark
 - b. padlock
 - c. star
 - d. dollar sign



2 Put (✓) or (X):

- 1 Good design makes the website easier to use. ()
- 2 Online advertisements are always true. ()
- 3 Educational websites are non-commercial. ()
- 4 A web browser is a program or application that helps you browse in websites. ()
- 5 A good source mentions the writer of content ()
- 6 Real-time communication is another name for asynchronous communication. ()
- 7 The search box helps us navigate between different pages. ()
- 8 You must be a professional programmer to build a simple website using Google Sites. ()

Model Exam

4

1 Choose the correct answer:

- 1 Organizations help the community through
 - a. publishing awareness campaigns
 - b. hiding information.
 - c. Blocking useful websites
 - d. Reducing participation
- 2 It must be ensured that the site
 - a. No content.
 - b. Unknown.
 - c. Reliable and secure.
 - d. Difficult to use.
- 3 Examples of commercial websites
 - a. Amazon.
 - b. Wikipedia.
 - c. Knowledge Bank.
 - d. YouTube.
- 4 Synchronous communication is best for
 - a. quick discussions
 - b. long-term research
 - c. sending large files
 - d. thinking for days

5 To add the current page to a new collection in Microsoft Edge, we choose

- a. Add Current Page
- b. Close Window
- c. Delete History
- d. New Tab only

6 When creating a website, you can use to make it interesting.

- a. text
- b. photos
- c. links
- d. all of them

7 Fake advertisements may

- a. always be safe
- b. trick the user
- c. increase trust
- d. gives prizes

2 Put (✓) or (X):

- 1 Digital citizenship means using the internet irresponsibly. ()
- 2 The information should be verified before use. ()
- 3 Safe shopping means being wary of unreliable websites. ()
- 4 Features of the Microsoft Edge browser are security and privacy. ()
- 5 Comparing sources helps ensure accuracy. ()
- 6 Personal data must be protected when purchasing online. ()
- 7 Unknown or unofficial websites always contain accurate information. ()
- 8 Emails are the best tool when you need an immediate response. ()

Model Exam

5

1 Choose the correct answer:

- 1 One of the values of digital citizenship is
 - a. Mocking others
 - b. Laziness and negligence
 - c. Respect and responsibility
 - d. Spreading rumors
- 2 Safe shopping means
 - a. Use trusted websites.
 - b. Providing data to any website.
 - c. Opening strange links.
 - d. Account posting.
- 3 Good communication leads to
 - a. permanent problems — كتيب الأستاذ
 - b. misunderstanding.
 - c. disconnection
 - d. better collaboration
- 4 The feature in Microsoft Edge starts the browser very quickly.
 - a. Collections
 - b. startup boost
 - c. search
 - d. interaction
- 5 The "https" in a URL indicates that the site is
 - a. protected — صلة كتيب الأستاذ
 - b. slow
 - c. deleted
 - d. commercial
- 6 The goal of non-commercial sites is to provide help.
 - a. expensive
 - b. free
 - c. paid
 - d. fake
- 7 Search engines like help you find information quickly.
 - a. Fire fox
 - b. Google
 - c. Micro soft Edge
 - d. Google chrome



2 Put (✓) or (X):

- 1 The internet can be a tool for spreading awareness. ()
- 2 Some ads are misleading and use fake promises. ()
- 3 A good website is characterized by being organized, easy to use, and its design is attractive. ()
- 4 Online shopping can be risky if we don't practice safe shopping. ()
- 5 New pages can be added to a group in Microsoft Edge ()
- 6 The source mentioned in your project is one form of respecting the rights of others ()
- 7 The padlock symbol next to a website address indicates the site is safe. ()
- 8 Microsoft Edge and Google are both examples of web browsers. ()



Answers

MODEL (1)

1 1 c 2 a 3 a 4 a
5 c 6 d 7 c

2 1 X 2 X 3 X 4 ✓
5 ✓ 6 X 7 ✓ 8 X

MODEL (2)

1 1 d 2 d 3 a 4 a
5 d 6 c 7 a

2 1 ✓ 2 ✓ 3 X 4 ✓
5 X 6 X 7 ✓ 8 ✓

MODEL (3)

1 1 d 2 a 3 c 4 a
5 d 6 c 7 b

2 1 ✓ 2 X 3 ✓ 4 ✓
5 ✓ 6 X 7 X 8 X

MODEL (4)

1 1 a 2 c 3 a 4 a
5 a 6 d 7 b

2 1 X 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✓ 7 X 8 X

MODEL (5)

1 1 c 2 a 3 d 4 b
5 a 6 b 7 b

2 1 ✓ 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✓ 7 ✓ 8 X

Lesson 1

» **The Problem:** Sometimes we delete important files by mistake.

» **Solution:**

1 Restoring a Deleted File from the Recycle Bin:

This is the first and easiest step.

- When you delete a file, it usually goes to the **Recycle Bin** first.
- You can open it and click "**Restore**" to get your file back.

2 Advanced File Recovery (Using Special Software):

- If the Recycle Bin is empty, you can use special programs like **Recuva** to recover lost files.
- Use **Deep Scan** in recovery programs to find old deleted files. It takes more time.
- Stop using the disk drive immediately to avoid overwriting the deleted file.
- Save the recovered files in a new place.



Lesson 2

» **Data Collection Methods:**

- | | |
|--------------------|-----------------------|
| 1 Asking questions | 2 Direct observations |
| 3 Books | 4 Websites |

» **Organizing Data:**

- o **Tables:** Data are placed in rows and columns.
- o **Graphs:** They show results in a visual and easy-to-read way.

» Microsoft Excel helps us organize data quickly.

» With Excel, you can:

- | | |
|-------------------------|------------------|
| 1 Enter numbers. | 2 Create tables. |
| 3 Create charts/graphs. | |



» To show data in an attractive way:

- 1 Use colors
- 2 Add titles
- 3 Add labels.

» Verifying Data: Make sure it is correct, accurate, and updated.

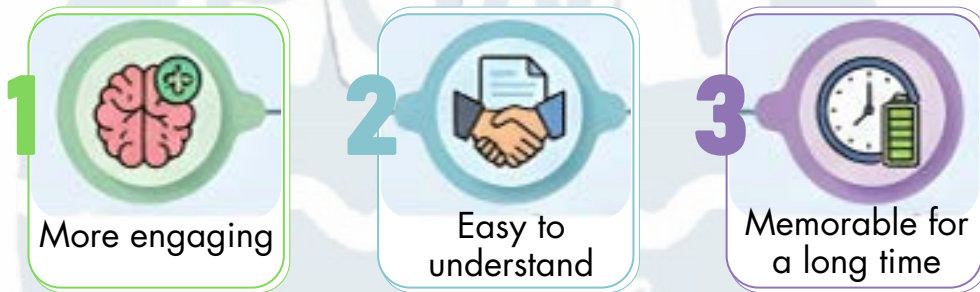
» Using incorrect data or unreliable sources leads to wrong results.

Lesson 3

» A presentation should be:

- 1 Clear
- 2 Interesting
- 3 Easy to understand.

o Using multimedia, such as pictures, colors, sounds, and videos, can make your presentation:



» Tools for Creating Presentations:

- 1 PowerPoint: To create slides with text, images, shapes, and animations.
You can also use WordArt to add visually appealing text.
- 2 Movie Maker: To create short videos to support your presentation.

» Rules for an Effective Presentation:

- 1 Keep the slides short and clear.
- 2 Focus on one main idea per slide.
- 3 Use matching colors and clear fonts to make the slides easy to read.
- 4 Arrange the slides in a logical order: Introduction → Content → Conclusion
- 5 Sounds and videos should be chosen carefully so they do not distract the audience.



- Appropriate sounds or calm music can make your presentation effective and enjoyable.

Lesson 4

- » **A presentation:** It is an easy and attractive way to explain an idea or a topic to others using a computer.
- » Microsoft PowerPoint is used to create presentations.

» With PowerPoint, you can:

- 1 Create slides.
- 2 Add pictures, drawings, and sounds.



Design Tips for an Effective Presentation

- 1 Choose matching colors that are comfortable for the eyes.
- 2 Use a clear and large font so everyone can read it easily.
- 3 Do not use too much text on one slide, keep the slides short and clear.
- 4 Use pictures and multimedia to support your ideas.

A picture or video can explain your idea faster than text.

Presentation Structure

- o **Introduction:** Tell the audience what your topic is about.
- o **Main Content:** Share the important information or steps.
- o **Conclusion:** Summarize the topic and give final results or recommendations.

» Presentation Skills (Before standing in front of your class):

- o **Practice:** Speak in front of a mirror or your friends to build confidence.
- o **Review:** Check your slides for mistakes or technical problems.

Lesson 5

- » **A web page:** It is what you see when you visit a website. It contains texts, images, and links.
 - Links help a visitor move to another page easily.

» **HTML:** It is the basic language used to create websites.

• With HTML, you can:

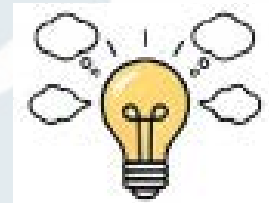
- 1 Write headings and text.
- 2 Add images.
- 3 Add links.



- Keep the web page simple and easy to use.
- Create a clear **heading** at the top that shows what the page is about.
- Use **images** that support your idea.
- Use matching colors.
- Check that all links work properly. Broken links can make visitors leave.
- Finally, review the web page as if you were a visitor.

Lesson 6

- To create a digital project, start with a **clear idea**.
- After choosing the idea, we make a simple **action plan**.
- We also need to collect **digital resources**, such as:



- 1 **Devices:** A computer or tablet
- 2 **Software:** Word or PowerPoint
- 3 Images or audio if needed
- 4 An Internet connection

- We also should analyze project needs to avoid surprises or problems later:

- 1 The type of information we will use (text, images, or numbers).
- 2 The tools that help us organize and present the information.

- It is important to assign roles to each team member.
- Teamwork means everyone works together and supports each other.
- It is necessary to plan the time for each task to finish on time.

Model Exams- Part 2

Model Exam

1

1 Choose the correct answer:

- 1 The characteristics of a successful team include
 - a. selfishness and chaos
 - b. collaboration and organization
 - c. ignoring tasks
 - d. lack of planning
- 2 Links on your web page must be.....
 - a. correct and working
 - b. random and too many
 - c. repetitive
 - d. unimportant
- 3 Using multimedia in a presentation helps in
 - a. clarifying the idea
 - b. confusing the students
 - c. deleting texts
 - d. reducing the attention
- 4 A good presentation makes the idea
 - a. vague
 - b. difficult
 - c. easy to understand
 - d. boring
- 5 The tools used for presenting data include
 - a. tables
 - b. graphs
 - c. pens only
 - d. both a and b
- 6 The function of the Deep Scan option in recovery programs is to
 - a. delete files forever
 - b. find old deleted files
 - c. make the search faster
 - d. reduce the file size
- 7 A link that does not work correctly is called a/an
 - a. effective link
 - b. broken link
 - c. clear title
 - d. HTML



2 Put (✓) or (X):

- 1 Tools should be identified before starting the project. ()
- 2 Using nice colors makes a website more attractive. ()
- 3 Images help clarify ideas. ()
- 4 Excel is one of the most popular presentation programs. ()
- 5 Organization helps in understanding the data. ()
- 6 Recuva is one of the free programs for recovering deleted files. ()
- 7 Good communication helps build good relationships with our colleagues. ()
- 8 The information found in books and on websites cannot be used as a source for data. ()

Model Exam

2

1 Choose the correct answer:

- 1 After collecting information, the next step is
 - a. project implementation
 - b. deleting data
 - c. finishing work immediately
 - d. starting the idea again
- 2 Using matching colors makes the page
 - a. hard to read
 - b. unorganized
 - c. slow
 - d. attractive
- 3 A presentation should be reviewed
 - a. while speaking
 - b. only after the presentation
 - c. before showing it to others
 - d. after speaking
- 4 Using videos in a presentation helps to
 - a. attract attention
 - b. distract the students
 - c. cancel the main idea
 - d. only make the time longer

2

- سلسلة كتب الأستاذ

Model Exam

3

1 Choose the correct answer:

- 1 A good project plan explains
 - a. tasks and time
 - b. the number of pages only
 - c. the type of paper
 - d. nothing specific
- 2 A web page should be
 - a. full of advertisements
 - b. easy to use
 - c. crowded with text
 - d. unclear
- 3 The best way to start a presentation is with
 - a. a simple introduction
 - b. jumping to the conclusion
 - c. ignoring the title
 - d. showing images only
- 4 The presentation slides should be
 - a. full of text
 - b. short and clear
 - c. full of numbers
 - d. unorganized
- 5 It is important to make sure that data is
 - a. old
 - b. from an unknown source
 - c. incomplete
 - d. correct and accurate
- 6 If a file is permanently deleted using (Shift + Delete), the best solution is to
 - a. search the Recycle Bin
 - b. use data recovery programs
 - c. rename the file
 - d. copy other files in its place
- 7 is a program used to create short videos.
 - a. Excel
 - b. PowerPoint
 - c. Movie Maker
 - d. WordArt

2 Put (✓) or (X):

- 1 It is important to prepare a project plan. ()
- 2 A web page contains only text. ()
- 3 The font on the presentation slides should be clear and easy to read. ()
- 4 Images and videos can be used to attract attention. ()
- 5 Data can be collected from more than one source. ()
- 6 It is recommended to install the recovery software on the same disk from which the files were deleted. ()
- 7 The conclusion or recommendations should come at the beginning of the slides. ()
- 8 You should practice speaking confidently before giving your presentation. ()

Model Exam

4

1 Choose the correct answer:

- 1 One of the tools we may need to prepare a digital project is
 a. an Arabic book b. a school bag
 c. a computer and the Internet d. a football
- 2 is a programming language used to create websites.
 a. Excel b. Word
 c. HTML d. PowerPoint
- 3 An effective presentation depends on
 a. speaking very fast
 b. randomness
 c. good organization and self-confidence
 d. deleting images

- ## 2 Put (✓) or (X):

- ICT Prim. 5 – Second Term

Model Exam

5

1 Choose the correct answer:

- 1 The first step in a project is
 - a. identifying the idea
 - b. printing the report
 - c. executing the results
 - d. saving the files only
- 2 A web page consists of
 - a. text
 - b. images
 - c. links
 - d. all of them
- 3 is a program used to create presentations.
 - a. Excel
 - b. Paint
 - c. PowerPoint
 - d. Internet
- 4 One of the best tools to present ideas in an interesting way is
 - a. PowerPoint
 - b. Paint only
 - c. the browser
 - d. the email
- 5 The data is.....
 - a. primary information.
 - b. Final results.
 - c. Random numbers.
 - d. Pictures only.
- 6 The first step to recover a deleted file from your computer is.....
 - a. Install file recovery software.
 - b. search the Internet.
 - c. Open the recycle bin and restore the file.
 - d. Restart the computer.
- 7 An effective presentation should focus on..... main idea(s) per slide.
 - a. one
 - b. three
 - c. four
 - d. many



2 Put (✓) or (X):

- 1 Links should be verified before publishing the page. ()
- 2 It is important to review the presentation before presenting it. ()
- 3 Using colors helps people understand ideas better. ()
- 4 If the data is incorrect, the results are correct. ()
- 5 The data must be verified before being displayed. ()
- 6 Deep scan option helps find deleted file a long time ago. ()
- 7 All information should be written on one slide. ()
- 8 Assigning roles in a team improves the project quality. ()

سلسلة كتب الأستاذ

الأستاذ

سلسلة كتب الأستاذ

Answers

MODEL (1)

1 1 b 2 a 3 a 4 c
5 d 6 b 7 b

2 1 ✓ 2 ✓ 3 ✓ 4 X
5 ✓ 6 ✓ 7 ✓ 8 X

MODEL (2)

1 1 a 2 d 3 c 4 a
5 c 6 b 7 b

2 1 X 2 X 3 X 4 X
5 ✓ 6 ✓ 7 X

MODEL (3)

1 1 a 2 b 3 a 4 b
5 d 6 b 7 c

2 1 ✓ 2 X 3 ✓ 4 ✓
5 ✓ 6 X 7 X 8 ✓

MODEL (4)

1 1 c 2 c 3 c 4 d
5 a 6 b 7 d

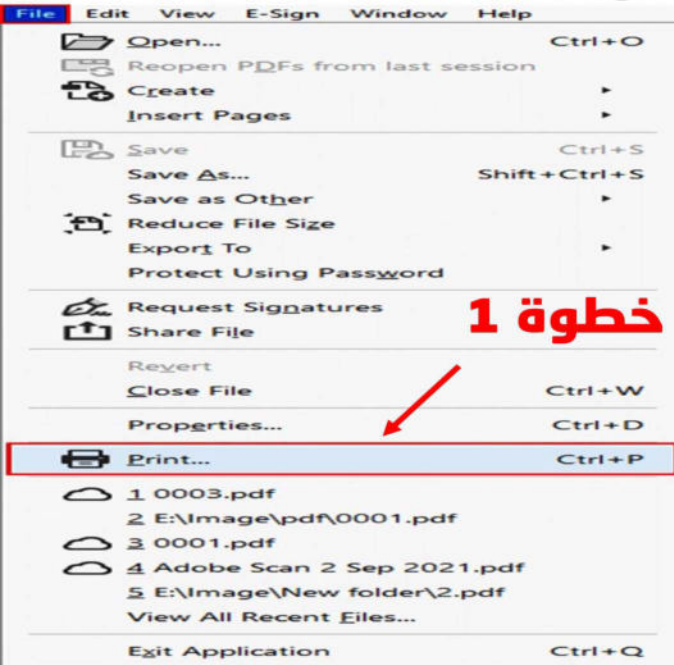
2 1 X 2 ✓ 3 X 4 X
5 X 6 ✓ 7 ✓ 8 X

MODEL (5)

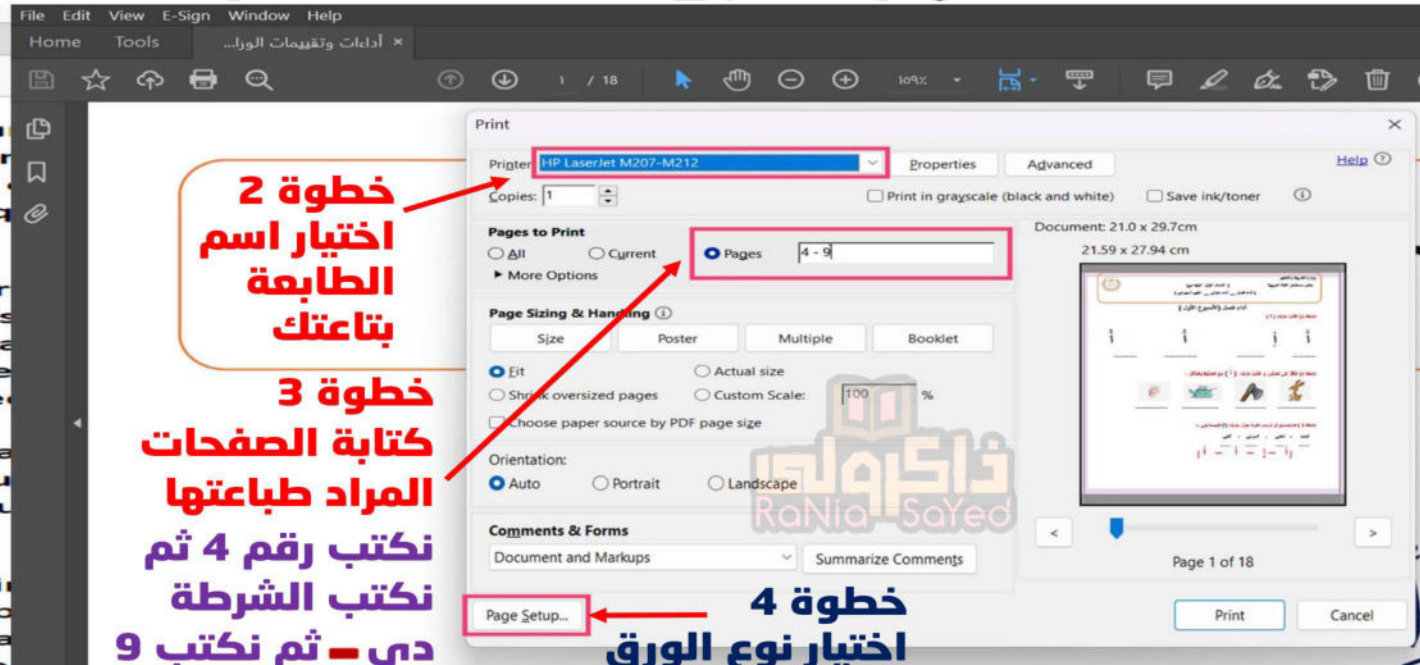
1 1 a 2 d 3 c 4 a
5 a 6 c 7 a

2 1 ✓ 2 ✓ 3 ✓ 4 X
5 ✓ 6 ✓ 7 X 8 ✓

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



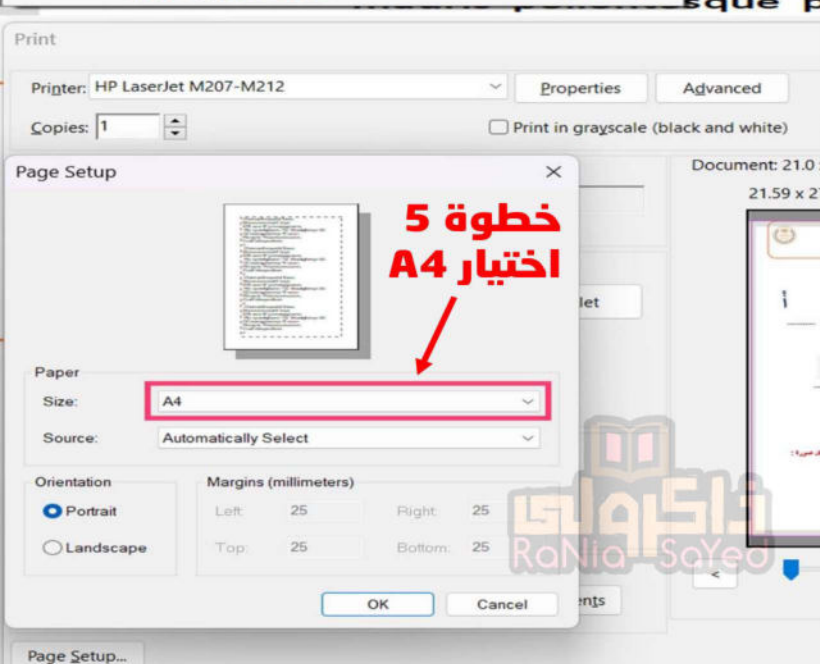
خطوة 1



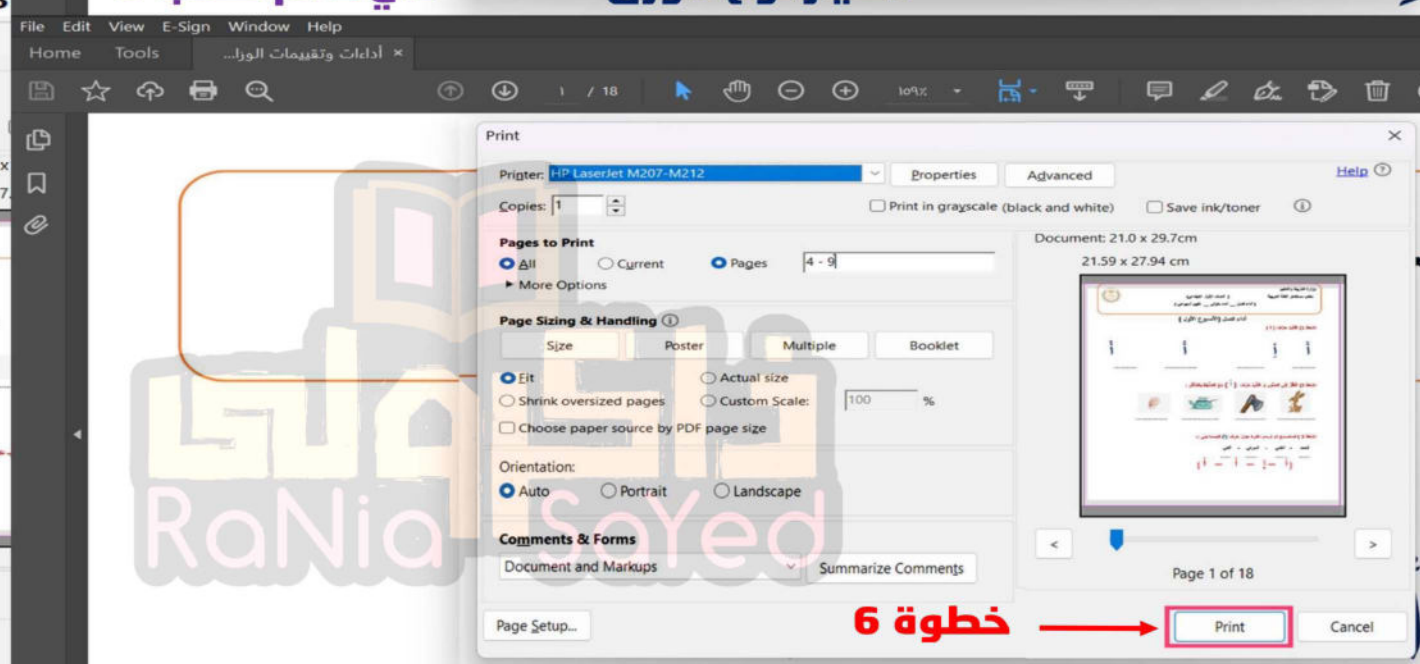
خطوة 2
اختيار اسم
الطابعة
بتاعتك

خطوة 3
كتابة الصفحات
المراد طباعتها
نكتب رقم 4 ثم
نكتب الشرطة
دي - ثم نكتب 9

خطوة 4
اختيار نوع الورق



خطوة 5
اختيار A4



خطوة 6

حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

الترم الثاني



Unit 3



Put (✓) or (X)

1. Digital citizenship means using the internet in an irresponsible manner.
2. We must respect the privacy of others when using the internet.
3. Social responsibility does not include helping others.
4. The internet can be a means of spreading awareness.
5. A digital citizen maintains positive behavior during communication.
6. Social institutions, such as schools and media, help in spreading digital awareness.
7. One of the rights of a digital citizen is the ability to interact with others online.
8. Ensuring safe sharing online is one of the duties that must be respected on the internet.
9. The clarity and purpose of the information you share online do not matter.
10. Protection against piracy is one of the most important rights you enjoy as a digital citizen.
11. As a technology user, you cannot help others through social media.
12. When sharing information online, it is not necessary to mention its source.
13. One of your rights as a digital citizen is the ability to use the internet when you need it.
14. When we use the internet or smart devices, we must remember that we live in a digital world that brings us together with others, so we must respect others.
15. Refraining from spreading rumors or false information is a social responsibility toward society.
16. Information sites aim only for entertainment.
17. The Egyptian Knowledge Bank is an unreliable site.
18. A website can only be created using complex programs.
19. Good design makes a website easy to use.
20. You must check if the information is correct before using it.
21. The Egyptian Knowledge Bank website is considered the largest digital library that provides a lot of information.

- 22.**WordPress is one of the programs used to create websites in an easy and organized manner.
- 23.**When creating a website, it must be easy to use and attractive.
- 24.**Google Sites is one of the programs used to create websites in an easy and organized manner.
- 25.**Good website design helps the visitor access what they want without difficulty; the more organized and written in simple, clear language the content is, the more useful the site becomes.
- 26.**One of the website tools is interaction buttons that enable us to share or save content that you find useful.
- 27.**Websites consist of non-interconnected pages containing text, images, links, and videos.
- 28.**Text, images, and links cannot be added to websites.
- 29.**When designing a website, we must make the content vague and unclear.
- 30.**The menu bar is one of the website tools that helps us navigate between pages within the site.
- 31.**Commercial services aim only to spread awareness.
- 32.**Educational sites are non-commercial sites that aim to spread awareness.
- 33.**Online advertisements are always incorrect and cannot be trusted.
- 34.**Personal data must be protected when purchasing online.
- 35.**Safe shopping means being careful of suspicious websites.
- 36.**If the website address starts with https, this indicates that the website uses a data protection system.
- 37.**You must ensure the security of a website by the presence of a lock icon  next to the address of the secure site when shopping via websites.
- 38.**Websites on the internet are divided into commercial and non-commercial sites.
- 39.**Passwords or personal information such as card numbers or addresses must be shared on all websites.
- 40.**We must click on any advertisement or enter our data on any site we visit online.

- 41.** Digital advertisements used to promote products and attract consumers are not useful when shopping online.
- 42.** Safe purchasing behaviors must be followed, such as reading reviews, choosing known sites, and not disclosing our personal data while shopping online.
- 43.** Electronic shopping is a useful tool that provides us with convenience and the choice among many products.
- 44.** Lessons can be watched and new skills gained for free when using educational sites.
- 45.** The benefits of technology can be utilized in a safe and correct way; when we use the internet with a responsible behavior, and we protect ourselves from risks.
- 46.** A web browser is a program or application that helps you browse websites.
- 47.** Microsoft Edge browser cannot be used on the Windows operating system.
- 48.** One of the features of the Microsoft Edge browser is security and privacy.
- 49.** Collections cannot be created within the Microsoft Edge browser.
- 50.** You can add the current page to a Collection in Microsoft Edge.
- 51.** A title cannot be added to a Collection within the Microsoft Edge browser.
- 52.** Videos and images can be added within each Collection in Microsoft Edge.
- 53.** Images can be added in Microsoft Edge by dragging them into the Collection.
- 54.** Collections on the toolbar can be selected to add a new Collection in Microsoft Edge.
- 55.** Choose "Start a New Collection" to add a new Collection in Microsoft Edge.
- 56.** Links can be added within the Collection in Microsoft Edge.
- 57.** Microsoft Edge is compatible with the Windows operating system.
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- 59.** Browsing and searching the internet can be done by using Google Chrome.
- 60.** Any website can be relied upon without checking it and verifying the accuracy of its information.
- 61.** A good source mentions the name of the content author and documents the published content.
- 62.** The publication date must be ignored when searching on online websites.

- 63.**Comparing electronic sources does not help in investigating accuracy and ensuring the validity of the published content.
- 64.**Mentioning the source in your project is a form of respecting the rights of others.
- 65.**When preparing a project or a digital presentation, you must mention the names of the sources you used at the end of your project.
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- 67.**Reliable websites are characterized by the text being free of spelling errors or illogical information.
- 68.**The internet is considered a huge library containing millions of pages that provide us with information in various fields.
- 69.**Search engines like Google help us access the information we need quickly.
- 70.**We must use accurate keywords and choose results from educational or official websites.
- 71.**The Egyptian Knowledge Bank and the Library of Alexandria are considered unknown and unreliable sites.
- 72.**The intellectual property of others must not be respected when sharing their content online.
- 73.**Types of electronic sources include encyclopedias and scientific articles.
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- 84.** Email or educational forums should be used for asynchronous communication.
- 85.** We must choose the appropriate means of communication according to the situation when communicating with others.



Choose the correct answer from the following options:

- 1-** Digital citizenship is defined as.....
- a. Using technology with caution and respect b. Not sharing information
- c. Using games only d. Closing the internet
- 2.** Social responsibility is.....
- a. Respecting others and society b. Working alone only
- c. Not cooperating d. Spreading rumors
- 3.** One of the correct behaviors online is.....
- a. Respecting others b. Mocking others
- c. Posting photos without permission d. Ignoring the rules
- 4.** Institutions can help society through.....
- a. Spreading awareness campaigns b. Hiding information
- c. Reducing participation d. Closing websites
- 5.**is one of the values of digital citizenship.
- a. Respect and responsibility b. Laziness and ignorance
- c. Spreading rumors d. Interfering in the privacy of others
- 6.** One of your rights while using the internet is.
- a. Respecting others b. Sharing reliable information

c. Protection against piracy

d. Piracy

7. You should stop visiting websites that publish information.

a. Reliable

b. Confirmed

c. Fake

d. Accurate

8.is the set of principles that must be adhered to when using technology.

a. Stealing from others

b. Digital citizenship

c. Digital footprint

d. Digital piracy

9. It is beneficial to use technology for useful works such as.....

a. Participating in projects that serve the community and the nation

b. Piracy

c. Content theft

d. Fake

10. Showing positive behavior in dealing with others is one of your as a digital citizen.

a. Rights

b. responsibilities

c. Piracy

d. Ignoring the rules

11.is an example of information sites.

a. The Egyptian Knowledge Bank

b. YouTube

c. Twitter

d. Facebook

12. You must ensure that the website is.....

a. Reliable and secure

b. Unknown

c. Without content

d. Difficult to use

13. Good design helps in.....

a. Ease of use

b. Difficulty of browsing

c. Increasing advertisements

d. Hiding information

14. A website can be created using.....

WordPress

PowerPoint

Excel

Paint

15. The content must be.....

a. Clear and useful

b. Vague

c. Very long

d. Far from the idea

16. The website is considered one of the reliable websites.

a. Egyptian Knowledge Bank

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17.is one of the fun programs to create a simple website.

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Paint

WordArt

18.helps us navigate between pages within the website.

a. Gallery

b. Images

c. Files

d. Menu bar

19.consist of interconnected pages containing text, images, links, and videos, which we can access easily through the internet.

a. Videos

b. Images

c. Files

d. Websites

20.is an example of commercial sites.

a. Amazon

b. Knowledge Bank

c. Wikipedia

d. YouTube

21.is an example of non-commercial sites.

a. The Egyptian Knowledge Bank

b. Shopping site

c. Electronic store

d. Advertising site

22. False advertisements may.....

a. Deceive the user

b. Always be safe

c. Increase trust

d. Grant prizes

23.is one of the safe rules on the internet.

a. Not sharing personal data

b. Writing the password everywhere

c. Clicking on every advertisement

d. Downloading unknown files

24. Safe shopping means.....

a. Using reliable sites

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c. Opening strange links

d. Sharing accounts

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a. Providing information about a specific product

b. Selling products

c. An advertising site

d. All of the above

26.is the primary goal of non-commercial websites.

a. Providing information and spreading awareness

b. Selling products

c. An advertising site

d. All of the above

27. Safe online shopping behavior means

a. Sharing accounts

b. Giving data to any site

c. Reading reviews

d. Downloading unknown files

28. You must ensure the security of a website by the presence of a sign next to the secure site address when shopping via websites.

A. (×)

b.(✓)

c. Lock 

d.(+)

29. You must ensure that the website uses a data protection system if the website address starts with.....

a. USB

b. SSD

c. QR

d. https

30. Benefiting from the advantages of technology in a safe and correct way, when we use the internet with a conscious mind and responsible behavior, makes you.....

a. A responsible digital citizen

b. A traditional citizen

c. Improper behavior

d. Digital piracy

31. Some advertisements may be showing products at attractive prices or making false promises to attract attention.

a. Reliable

b. Misleading or dishonest

c. Accurate

d. Correct

32. You must not share such as card numbers or addresses on all websites.

a. Passwords

b. Personal information

c. Personal details

d. All of the above

33.are used to promote products and attract consumers through online shopping sites.

a. Digital advertisements

b. Digital footprint

c. Digital piracy

d. Digital attacks

34.is a useful tool that provides us with convenience and the choice among many products.

a. Digital piracy

b. Online shopping

c. Educational sites

d. All of the above

35. A web browser is.....

- a. A program for browsing websites
- b. A tool for designing images
- c. An electronic game
- d. An audio program

36.is an example of web browsers.

- a. Paint
- b. Google Chrome
- c. Excel
- d. PowerPoint

37.is one of the features of the Microsoft Edge browser.

- a. Security, privacy, and speed of operation.
- b. Difficulty of use.
- c. Slow loading.
- d. Incompatibility with Windows.

38. One of the Microsoft Edge tools that helps organize pages is.....

- a. Collections
- b. Trash
- c. Print menu
- d. Search engine

39. To add the current page to a new group in Microsoft Edge, we choose.....

- a. Add current page
- b. Close window
- c. Delete history
- d. New tab only

40.can be added within groups in Microsoft Edge.

- a. Images
- b. Videos
- c. Links
- d. All of the above

41. Collections located on the of the browser can be selected.

- a. Toolbar
- b. Status bar
- c. Delete icon
- d. Trash

42. Choose to add a new collection in Microsoft Edge.

- a. Start a New Collection
- b. Delete
- c. Remove
- d. Cut

43. Microsoft Edge is compatible with the operating system.

- a. Windows
- b. Word
- c. Excel
- d. Paint

44. An image can be into a collection in Microsoft Edge.

- a. Deleted
- b. Dragged
- c. Erased
- d. Lost

45.is an example of reliable websites.

- a. The Knowledge Bank website
- b. Unknown website
- c. Unofficial page
- d. Unknown blog

46. A good source must contain.....

- a. The author's name
- b. Numbers
- c. Many images only
- d. Advertisements

47. is one of the ways to verify information.

- a. Comparing more than one site
- b. Reading only one title
- c. Ignoring sources
- d. Copying texts without review

48. Search engines like Google help in.....

- a. Accessing the correct information
- b. Misleading the user
- c. Deleting content
- d. Hiding results

49. When writing a research paper, you must.....

- a. Mention the used sources
- b. Hide the source
- c. Delete references
- d. Ignore information

50.is considered a wonderful and reliable source of information.

- a. Digital libraries
- b. Piracy
- c. Phishing
- d. Unknown sites

51. The Library of Alexandria website is considered one of the sites.

- a. Unknown
- b. Reliable
- c. Unreliable
- d. Fraudulent

52.is one of the online search tools.

- Excel
- Paint
- Google
- Word

53.is mentioning the names of the sources you used at the end of your digital project.

- a. Digital piracy
- b. Respecting intellectual property
- c. Content theft
- d. Fraud

54. It is preferable to use when searching online to ensure accurate search results.

- a. Keywords
- b. Random words
- c. Inaccurate sentences
- d. Any word for search



55. You can find safe and reliable information in.....

- a. Digital encyclopedias
- b. Digital libraries
- c. Scientific articles
- d. All of the above

56. It is better to information from more than one source to verify its accuracy and ensure we are using correct data.

- a. Delete
- b. Steal
- c. Compare
- d. Erase

57. One of the features of sites is mentioning the publication date or the last update of the site.

- a. Unknown
- b. Reliable
- c. Unreliable
- d. Fraudulent

58. One of the features of unknown (unreliable) sites is.....

- a. They contain news or false information
- b. Clarity of information presentation and organization
- c. Presence of the author's name or the entity that published the content
- d. Mentioning the publication date or the last update of the site

59. When respecting digital sources, you become a digital researcher who values information and spreads knowledge in a beneficial and safe way.

- a. Irresponsible
- b. Responsible
- c. Random
- d. Vague

60.is an example of synchronous communication.

- a. Video call
- b. Email
- c. Delayed messages
- d. Paper notes

61.is an example of asynchronous communication.

- a. Email
- b. Live chat
- c. Phone call
- d. Live conference

62. One of the good rules in communication is.....

- a. Respecting others
- b. Mocking them
- c. Sending offensive messages
- d. Ignoring replies

63. You should choose the way of communication according to.....

- a. The situation and time
- b. Randomness
- c. Chance only
- d. Personal desire only

64. Good communication leads to.....

- a. Better collaboration
- b. Misunderstanding
- c. Disconnection
- d. Permanent problems

65.communication is used if the topic requires review and thought or does not require an immediate response.

- a. Synchronous
- b. Asynchronous
- c. Current
- d. At the same time

66.....communication is used when a quick discussion or direct teamwork is needed.

- a. Synchronous
- b. Asynchronous
- c. Indirect
- d. Closed

67.communication is when we use digital communication tools with responsibility and politeness.

- a. Random
- b. Good
- c. Vague
- d. Sharp

68. Digital communication methods include.....

- a. Synchronous
- b. Asynchronous
- c. A and B together
- d. All answers are wrong

69. One of the ethics of online communication is.....

- a. Not using symbols or images in an inappropriate way
- b. Using polite words
- c. Not sending many or repetitive messages that may annoy others
- d. All of the above



Answers

Put (✓) or (X)

1. Digital citizenship means using the internet in an irresponsible manner. X
2. We must respect the privacy of others when using the internet. ✓
3. Social responsibility does not include helping others. X
4. The internet can be a means of spreading awareness. ✓
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6. Social institutions, such as schools and media, help in spreading digital awareness. ✓
7. One of the rights of a digital citizen is the ability to interact with others online. ✓
8. Ensuring safe sharing online is one of the duties that must be respected on the internet. ✓
9. The clarity and purpose of the information you share online do not matter. X
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39. Passwords or personal information such as card numbers or addresses must be shared on all websites. **X**
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Choose the correct answer from the following options:

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c. QR

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b. A traditional citizen

c. Improper behavior

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31. Some advertisements may be showing products at attractive prices or making false promises to attract attention.

a. Reliable

b. Misleading or dishonest

c. Accurate

d. Correct

32. You must not share such as card numbers or addresses on all websites.

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c. Personal details

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c. Digital piracy

d. Digital attacks

34.is a useful tool that provides us with convenience and the choice among many products.

a. Digital piracy

b. Online shopping

c. Educational sites

d. All of the above

35. A web browser is.....

a. A program for browsing websites

b. A tool for designing images

c. An electronic game

d. An audio program

36.is an example of web browsers.

a. Paint

b. Google Chrome

c. Excel

d. PowerPoint

37.is one of the features of the Microsoft Edge browser.

a. Security, privacy, and speed of operation.

b. Difficulty of use.

c. Slow loading.

d. Incompatibility with Windows.

38. One of the Microsoft Edge tools that helps organize pages is.....

a. Collections

b. Trash

c. Print menu

d. Search engine

39. To add the current page to a new group in Microsoft Edge, we choose.....

a. Add current page

b. Close window

c. Delete history

d. New tab only

40.can be added within groups in Microsoft Edge.

a. Images

b. Videos

c. Links

d. All of the above

41. Collections located on the of the browser can be selected.

a. Toolbar

b. Status bar

c. Delete icon

d. Trash

42. Choose to add a new collection in Microsoft Edge.

a. Start a New Collection

b. Delete

c. Remove

d. Cut

43. Microsoft Edge is compatible with the operating system.

- a. **Windows** b. Word c. Excel d. Paint

44. An image can be into a collection in Microsoft Edge.

- a. Deleted **b. Dragged** c. Erased d. Lost

45. is an example of reliable websites.

- a. **The Knowledge Bank website** b. Unknown website
c. Unofficial page d. Unknown blog

46. A good source must contain.....

- a. **The author's name** b. Numbers
c. Many images only d. Advertisements

47. is one of the ways to verify information.

- a. **Comparing more than one site** b. Reading only one title
c. Ignoring sources d. Copying texts without review

48. Search engines like Google help in.....

- a. **Accessing the correct information** b. Misleading the user
c. Deleting content d. Hiding results

49. When writing a research paper, you must.....

- a. **Mention the used sources** b. Hide the source
c. Delete references d. Ignore information

50. is considered a wonderful and reliable source of information.

- a. **Digital libraries** b. Piracy c. Phishing d. Unknown sites

51. The Library of Alexandria website is considered one of the sites.

- a. Unknown b. **Reliable** c. Unreliable d. Fraudulent

52. is one of the online search tools.

- Excel Paint **Google** Word



53.is mentioning the names of the sources you used at the end of your digital project.

- a. Digital piracy
- b. Respecting intellectual property**
- c. Content theft
- d. Fraud

54. It is preferable to use when searching online to ensure accurate search results.

- a. Keywords**
- b. Random words
- c. Inaccurate sentences
- d. Any word for search

55. You can find safe and reliable information in.....

- a. Digital encyclopedias
- b. Digital libraries
- c. Scientific articles
- d. All of the above**

56. It is better to information from more than one source to verify its accuracy and ensure we are using correct data.

- a. Delete
- b. Steal
- c. **Compare**
- d. Erase

57. One of the features of sites is mentioning the publication date or the last update of the site.

- a. Unknown
- b. **Reliable**
- c. Unreliable
- d. Fraudulent

58. One of the features of unknown (unreliable) sites is.....

- a. They contain news or false information**
- b. Clarity of information presentation and organization
- c. Presence of the author's name or the entity that published the content
- d. Mentioning the publication date or the last update of the site

59. When respecting digital sources, you become a digital researcher who values information and spreads knowledge in a beneficial and safe way.

- a. Irresponsible
- b. **Responsible**
- c. Random
- d. Vague

60.is an example of synchronous communication.

- a. Video call**
- b. Email
- c. Delayed messages
- d. Paper notes

61.is an example of asynchronous communication.

- a. Email**
- b. Live chat
- c. Phone call
- d. Live conference

62. One of the good rules in communication is.....

a. Respecting others

b. Mocking them

c. Sending offensive messages

d. Ignoring replies

63. You should choose the way of communication according to.....

a. The situation and time

b. Randomness

c. Chance only

d. Personal desire only

64. Good communication leads to.....

a. Better collaboration

b. Misunderstanding

c. Disconnection

d. Permanent problems

65.communication is used if the topic requires review and thought or does not require an immediate response.

a. Synchronous

b. Asynchronous

c. Current

d. At the same time

66.communication is used when a quick discussion or direct teamwork is needed.

a. Synchronous

b. Asynchronous

c. Indirect

d. Closed

67.communication is when we use digital communication tools with responsibility and politeness.

a. Random

b. Good

c. Vague

d. Sharp

68. Digital communication methods include.....

a. Synchronous

b. Asynchronous

c. A and B together

d. All answers are wrong

69. One of the ethics of online communication is.....

a. Not using symbols or images in an inappropriate way

b. Using polite words

c. Not sending many or repetitive messages that may annoy others

d. All of the above



Unit 4

Put a (✓) or (X) :

1. Files that are permanently deleted can be restored without using any external programs.
2. File can be recovered from the Recycle Bin if they not permanently deleted.
3. You should stop using the drive from which the files were deleted before attempting to recover them.
4. Recuva is one of the free programs for recovering deleted files.
5. It is recommended to install the recovery program on the same drive from which the files were deleted.
6. To restore the file from the Recycle Bin right-click on the file and select restore.
7. The Deep Scan option helps in finding files that were deleted a long time ago.
8. Data is the final ready results.
9. Data can be collected from more than one source.
10. Excel cannot be used to present information.
11. Organization helps in understanding the data.
12. If the data is incorrect the results are correct.
13. Excel helps us to organize data quickly.
14. You can create tables and charts using Excel.
15. Clear and organize data help us make smart decisions.
16. It is important to choose the appropriate method depending on the type of information we are looking for.
17. Data is a collection of primary information that we use to understand a specific topic or to answer a question.
18. The best ways to present data are tables and graphs.
19. Graphs display the results in a difficult appealing and hard to read.
20. We use colors and headings to display the data to be attractive and easy to understand.
21. We should verify the accuracy of data before presenting it.
22. A good presentation does not need organization.
23. The goal of any presentation is to be useful and enjoyable.
24. You should not arrange the slides in logical order.
25. Using decorative font makes the presentation comfortable for eyes.
26. Movie maker used to create short video clips that support the presentation.
27. Pictures and videos can be used to attract attention.
28. Long slides are better in a presentation.
29. Multimedia makes the presentation more interactive and lively.
30. PowerPoint is one of the presentation programs.

31. Colors help with understanding.
32. We should write only the important points in the slide and focus on one main idea.
33. A presentation is only for playing.
34. The font in the slides should be clear.
35. There is no need to practice before the presentation.
36. Pictures help explain the idea.
37. It is important to review the presentation before presenting.
38. A web page contains only text.
39. HTML is the basic language for designing websites.
40. A good page is difficult to use.
41. HTML cannot create a web page.
42. Colors help with attractiveness.
43. It is important to place a clear title at the top of the web page.
44. Good design means that the web page is useful , easy to navigate .
45. Links must be checked before publishing.
46. A project can be carried out without defining an idea.
47. It is important to prepare a plan for the project.
48. There is no need to distribute tasks among the team.
49. The necessary tools must be identified before starting.
50. Cooperation helps the project succeed.

Choose the correct answer from the following options:

1- The first step in recovering a deleted file from the computer is.....

- | | |
|--|---------------------------|
| A) Open the Recycle Bin and restore the file | B) Search on the internet |
| C) Install a file recovery program | D) Restart the computer |

2- If the file is permanently deleted using (Shift + Delete), the best solution is.....

- | | |
|-------------------------------|-----------------------------------|
| A) Use data recovery programs | B) Search in the Recycle Bin |
| C) Rename the file | D) Copy other files to replace it |

3. When installing the recovery program, it is recommended to install it on.....

- | | |
|---------------------|--|
| A) The Recycle Bin | B) A different or external drive |
| C) The mobile phone | D) The same drive from which the files were lost |

4- The function of the (Deep Scan) option in recovery programs is.....

- | | |
|-----------------------------|-----------------------------|
| A) Permanently delete files | B) Only speed up the search |
| C) Find old deleted files | D) Reduce file size |

5- When restoring files, it is preferable to save them in.....

- A) the same drive they were lost from
- B) the main system folder
- C) a different drive
- D) on the desktop

6- Data are.....

- A) Random numbers
- B) Final results
- C) Raw information
- D) Only images

7- One of the tools for displaying data is/are.....

- A) Cartoons
- B) Drawing notebook
- C) Pens only
- D) Tables and graphs

8- Among the programs used to display data is.....

- A) Word
- B) Excel
- C) Paint
- D) PowerPoint.

9- We must make sure that the data are.....:

- A) correct and accurate
- B) from an unknown source
- C) incomplete
- D) old

10- A good presentation makes information.....

- A) unclear
- B) clear and understandable
- C) boring
- D) disorganized

11 .Which tool helps present information in an interesting and attractive way?

- A) Email
- B) Paint only
- C) Browser
- D) PowerPoint

12 .To make the presentation attractive, we use.....

- A) a lot of text
- B) pictures and colors
- C) long pages/slides
- D) very small fonts

13 .The slides should be.....

- A) full of numbers
- B) crowded with words
- C) short and clear
- D) without organization

14 .Video in a presentation helps to.....

- A) distract the student
- B) attract attention

C) cancel the idea D) only make the presentation longer

15 .A good presentation makes the idea.....

A) easy to understand B) unclear C) difficult D) boring

16 .A web page consists of.....

A) Text only B) Images only
C) Text, images, and links D) Video only

17 .One of the languages used for designing websites is

A) Word B) HTML C) Excel D) PowerPoint

18 .The page should be.....

A) Confusing B) Full of advertisements
C) Crowded with text D) Easy to use

19 .Matching colors make the page.....

A) Disorganized B) Beautiful C) Slow D) Hard to read

20 .Links should be.....

A) Active and correct B) Numerous and random
C) Repeated D) Unimportant

21 .Among presentation programs is.....

A) Notepad B) Paint C) PowerPoint D) Internet

22 .An effective presentation depends on.....

A) randomness B) organization and confidence
C) excessive speed D) removing pictures

23 .The best way to start a presentation is.....

A) showing pictures only B) jumping to the end
C) ignoring the title D) a simple introduction

24 .We should review the presentation.....

A) before presenting B) only after the presentation
C) while speaking D) there is no need to do that

25 .Multimedia helps in.....

- A) confusing the student
- B) explaining the idea
- C) deleting the text
- D) reducing concentration

26 .The first step in the project is.....

- A) Printing the report
- B) Implementing the result
- C) Defining the idea
- D) Just saving the files

27 .one of the tools we may need to prepare a digital project is/ are.....

- A) The computer and the internet
- B) A school bag
- C) The Arabic language book
- D) Football

28 .One of the characteristics of a successful team.....

- A) Selfishness and disorder
- B) Cooperation and organization
- C) Ignoring tasks
- D) Lack of planning

29 .A good plan explains.....

- A) The type of paper used
- B) Only the number of pages
- C) tasks and the time
- D) Nothing specific

30 .After collecting the information, we start with.....

- A) Restarting the idea from the beginning
- B) Deleting the data
- C) Finishing the work immediately
- D) Implementing the project



The answers

Put a (✓) or (X) :

1. Files that are permanently deleted can be restored without using any external programs. **X**
2. File can be recovered from the Recycle Bin if they not permanently deleted. **✓**
3. You should stop using the drive from which the files were deleted before attempting to recover them. **✓**
4. Recuva is one of the free programs for recovering deleted files. **✓**
5. It is recommended to install the recovery program on the same drive from which the files were deleted. **X**
6. To restore the file from the Recycle Bin right-click on the file and select restore. **✓**
7. The Deep Scan option helps in finding files that were deleted a long time ago.
8. Data is the final ready results. **X**
9. Data can be collected from more than one source. **✓**
10. Excel cannot be used to present information. **X**
11. Organization helps in understanding the data. **✓**
12. If the data is incorrect the results are correct. **X**
13. Excel helps us to organize data quickly. **✓**
14. You can create tables and charts using Excel. **✓**
15. Clear and organize data help us make smart decisions. **✓**
16. It is important to choose the appropriate method depending on the type of information we are looking for. **✓**
17. Data is a collection of primary information that we use to understand a specific topic or to answer a question. **✓**
18. The best ways to present data are tables and graphs. **✓**
19. Graphs display the results in a difficult appealing and hard to read. **X**
20. We use colors and headings to display the data to be attractive and easy to understand. **✓**
21. We should verify the accuracy of data before presenting it. **✓**
22. A good presentation does not need organization. **X**
23. The goal of any presentation is to be useful and enjoyable. **✓**
24. You should not arrange the slides in logical order. **X**
25. Using decorative font makes the presentation comfortable for eyes. **X**
26. Movie maker used to create short video clips that support the presentation. **✓**
27. Pictures and videos can be used to attract attention. **✓**

28. Long slides are better in a presentation. ✗
29. Multimedia makes the presentation more interactive and lively. ✓
30. PowerPoint is one of the presentation programs. ✓
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33. A presentation is only for playing. ✗
34. The font in the slides should be clear. ✓
35. There is no need to practice before the presentation. ✗
36. Pictures help explain the idea. ✓
37. It is important to review the presentation before presenting. ✓
38. A web page contains only text. ✗
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40. A good page is difficult to use. ✗
41. HTML cannot create a web page. ✗
42. Colors help with attractiveness. ✓
43. It is important to place a clear title at the top of the web page. ✓
44. Good design means that the web page is useful , easy to navigate . ✓
45. Links must be checked before publishing. ✓
46. A project can be carried out without defining an idea. ✗
47. It is important to prepare a plan for the project. ✓
48. There is no need to distribute tasks among the team. ✗
49. The necessary tools must be identified before starting. ✓
50. Cooperation helps the project succeed. ✓

Choose the correct answer from the following options:

1- The first step in recovering a deleted file from the computer is.....

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- C) The mobile phone
- D) The same drive from which the files were lost

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- A) Permanently delete files
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- C) a different drive
- D) on the desktop

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- A) Random numbers** **B) Final results**
C) Raw information **D) Only images**

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- A) Cartoons** **B) Drawing notebook**
C) Pens only **D) Tables and graphs**

8- Among the programs used to display data is.....

- A) Word B) Excel C) Paint D) PowerPoint.

9- We must make sure that the data are.....:

- A) correct and accurate** B) from an unknown source
- C) incomplete D) old

10- A good presentation makes information.....

- A) unclear
B) clear and understandable
C) boring
D) disorganized

11 .Which tool helps present information in an interesting and attractive way?

- A) Email B) Paint only C) Browser D) PowerPoint**

12 .To make the presentation attractive, we use.....

- A) a lot of text**

C) long pages/slides

D) very small fonts

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A) full of numbers

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D) removing pictures

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- A) showing pictures only
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27 .one of the tools we may need to prepare a digital project is/ are.....

- A) The computer and the internet**
- B) A school bag
- C) The Arabic language book
- D) Football

28 .One of the characteristics of a successful team.....

- A) Selfishness and disorder
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- C) Ignoring tasks
- D) Lack of planning

29 .A good plan explains.....

- A) The type of paper used
- B) Only the number of pages
- C) tasks and the time**
- D) Nothing specific

30 .After collecting the information, we start with.....

- A) Restarting the idea from the beginning
- B) Deleting the data
- C) Finishing the work immediately
- D) Implementing the project**

حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

الترم الثاني





A. Put(✓) Or (X):-

1. Digital citizenship means using the internet irresponsibly. ()
2. The internet can be a tool for spreading awareness. ()
3. A good website is characterized by being organized, easy to use, and its design is attractive. ()
4. The information should be verified before use. ()
5. Good design makes the website easier to use. ()
6. The Library of Alexandria website is a reliable source. ()
7. Information websites are used for entertainment purposes only. ()
8. Anyone can create a simple website by himself. ()
9. Commercial services are intended for awareness-raising purposes. ()
10. Personal information must be known during the purchase process. ()
11. Online advertisements are always true. ()
12. Safe shopping means being wary of unreliable websites. ()
13. Online shopping can be risky if we don't practice safe shopping. ()
14. Educational websites are non-commercial. ()
15. Groups cannot be created within the browser. ()
16. You can use a Microsoft Edge browser on the Windows operating system. ()
17. A web browser is a program or application that helps you browse in websites. ()
18. Features of the Microsoft Edge browser are security and privacy. ()
19. New pages can be added to a group in Microsoft Edge. ()
20. Example of web browsers is Google Chrome. ()
21. Educational websites and digital libraries are reliable sources. ()
22. Any website can be trusted without verification. ()
23. A good source mention the writer of content ()
24. Comparing sources helps ensure accuracy. ()



25. The source mentioned in your project is one form of respecting the rights of others ()
26. The publication date should be ignored. ()
27. Asynchronous communication means communication at different times. ()
28. It is important to care about online communication ethics. ()
29. Synchronous communication means communicating at different times. ()
30. One of the etiquettes of communication is using polite words. ()
31. Good communication helps build good relationships with our colleagues. ()
32. Email is an example of synchronous communication. ()
33. Good communication facilitates cooperation. ()
34. Many messages must be sent to annoy others. ()
35. One of the etiquettes of communication is to avoid using offensive language. ()
36. We choose the appropriate means of communication depending on the situation. ()
37. When rapid communication or direct teamwork is needed, we use synchronous communication. ()
38. Synchronous communication is more important than asynchronous communication. ()
39. Files can be recovered from the Recycle Bin if they have not been permanently deleted. ()
40. Program Recuva one of the free programs for recovering deleted files. ()
41. To restore the file from the Recycle Bin, right-click on the file and select restore. ()
42. It is recommended to install the recovery software on the same disk from which the files were deleted. ()
43. Good communication helps build good relationships with our colleagues. ()
44. Deep scan option helps find deleted file a long time ago ()
45. The data must be verified before being displayed. ()



46. Excel cannot be used to display the data.

()

47. Data can be collected from more than one source.

()

48. We use colors and headings to display the data to be attractive and easy to understand.

()

49. Organization helps in understanding the data.

()

50. If the data is incorrect, the results are correct.

()





B. Choose the correct answer

1-Digital citizenship is defined as...

A- Using games only

B- Use technology carefully and respectfully

C- disable the internet

d- don't share information

2-It is one of the duties of social responsibility.....

A- Not spreading rumors

B-Using the internet to spread goodness and knowledge

C- Non-cooperation

D- A and B together

3-Some common online misconceptions are.....

A- Mocking others

B-Disrespect for rules

C- Posting photos without permission

D- All of the above

4-Organizations help the community through

A-publishing awareness campaigns

B-hiding information.

c) Blocking useful websites

d- Reducing participation

5-One of the values of digital citizenship is.....

A- Mocking others

B- Laziness and negligence

C- Respect and responsibility

D- Spreading rumors

6-Good online behavior is

A- Respecting others

B-Mocking others

C- Ignoring the rules

D-posting people's photos without their permission

7- A website can be created using.....

A- WordPress.

B- Excel.

C- PowerPoint.

D- Word.

8- It must be ensured that the site.....

A- Reliable and secure.

B- No content.

C- Unknown.

D- Difficult to use.



9- Examples of commercial websites.....

A- Amazon.

B- Wikipedia.

C- Knowledge Bank.

D- YouTube.

10- Safe shopping means.....

A- Use trusted websites.

B- Providing data to any website.

C- Opening strange links.

D- Account posting.

11-To add the current page to a new group in Microsoft Edge We choose.....

A- Add current page.

B- close window.

C- delete history.

D- new tap only.

12- Examples of web browsers.....

A- Excel.

B- Paint.

C- PowerPoint.

D- Google Chrome.

13-A good source should contain.....

A- The author's name.

B- numbers.

C- Just a lot of pictures.

D- advertisements.

14- Methods of verifying information.....

A- Comparing more than one site.

B- Read only one title.

C- Ignore the sources.

D- Copying texts without reviewing them.

15-Good communication leads to.....

a- Better cooperation.

b- misunderstanding.

c- Connection interruption.

d- Constant problems.

16- Examples of synchronous communication.....

a- Email.

b- A phone call.

c- Postponed messages.

d- Paper notes.



17. Etiquette of communication

a-Mocking them.

b-Respect for others.

c-Sending offensive messages.

d-Ignore the replies.

18. Examples of asynchronous communication

A- Email

b-A phone call.

c-Postponed messages.

d-Paper notes.

19. The first step to recovering a deleted file from your computer.....

a- Install file recovery software.

b- Internet search.

c- Open the recycle bin and restore the file.

d- Restart the computer.

20. When installing the recovery program, it is recommended to install it on.....

a- The same disk from which the files were lost.

b- Different or external disk.

c- Mobile phone.

d- The trash can.

21. The data is

a-primary information.

b-Final results.

c-Random numbers.

d-Pictures only.

22. A good presentation makes the information

a-Correct and accurate.

b-Boring.

c-Mysterious.

d-Untidy.





A. Put(✓) Or (X):–

1. Digital citizenship means using the internet irresponsibly. (X)
2. The internet can be a tool for spreading awareness. (✓)
3. A good website is characterized by being organized, easy to use, and its design is attractive. (✓)
4. The information should be verified before use. (✓)
5. Good design makes the website easier to use. (✓)
6. The Library of Alexandria website is a reliable source. (X)
7. Information websites are used for entertainment purposes only. (✓)
8. Anyone can create a simple website by himself. (X)
9. Commercial services are intended for awareness-raising purposes. (X)
10. Personal information must be known during the purchase process. (X)
11. Online advertisements are always true. (✓)
12. Safe shopping means being wary of unreliable websites. (✓)
13. Online shopping can be risky if we don't practice safe shopping. (✓)
14. Educational websites are non-commercial. (X)
15. Groups cannot be created within the browser. (✓)
16. You can use a Microsoft Edge browser on the Windows operating system. (✓)
17. A web browser is a program or application that helps you browse in websites. (✓)
18. Features of the Microsoft Edge browser are security and privacy. (✓)
19. New pages can be added to a group in Microsoft Edge. (✓)
20. Example of web browsers is Google Chrome. (✓)
21. Educational websites and digital libraries are reliable sources. (X)
22. Any website can be trusted without verification. (✓)
23. A good source mention the writer of content (✓)
24. Comparing sources helps ensure accuracy. (✓)



25. The source mentioned in your project is one form of respecting the rights of others (✓)
26. The publication date should be ignored. (x)
27. Asynchronous communication means communication at different times. (✓)
28. It is important to care about online communication ethics. (✓)
29. Synchronous communication means communicating at different times. (x)
30. One of the etiquettes of communication is using polite words. (✓)
31. Good communication helps build good relationships with our colleagues. (✓)
32. Email is an example of synchronous communication. (x)
33. Good communication facilitates cooperation. (✓)
34. Many messages must be sent to annoy others. (x)
35. One of the etiquettes of communication is to avoid using offensive language. (x)
36. We choose the appropriate means of communication depending on the situation. (✓)
37. When rapid communication or direct teamwork is needed, we use synchronous communication. (✓)
38. Synchronous communication is more important than asynchronous communication. (x)
39. Files can be recovered from the Recycle Bin if they have not been permanently deleted. (✓)
40. Program Recuva one of the free programs for recovering deleted files. (✓)
41. To restore the file from the Recycle Bin, right-click on the file and select restore. (✓)
42. It is recommended to install the recovery software on the same disk from which the files were deleted. (x)
43. Good communication helps build good relationships with our colleagues. (✓)
44. Deep scan option helps find deleted file a long time ago (✓)
45. The data must be verified before being displayed. (✓)



46. Excel cannot be used to display the data.

(x)

47. Data can be collected from more than one source.

(v)

48. We use colors and headings to display the data to be attractive and easy to understand.

(v)

49. Organization helps in understanding the data.

(v)

50. If the data is incorrect, the results are correct.

(x)





B. Choose the correct answer

1-Digital citizenship is defined as...

A- Using games only

B- Use technology carefully and respectfully

C- disable the internet

d- don't share information

2-It is one of the duties of social responsibility.....

A- Not spreading rumors

B- Using the internet to spread goodness and knowledge

C- Non-cooperation

D- A and B together

3-Some common online misconceptions are.....

A- Mocking others

B- Disrespect for rules

C- Posting photos without permission

D- All of the above

4-Organizations help the community through

A- publishing awareness campaigns

B- hiding information.

c) Blocking useful websites

d- Reducing participation

5-One of the values of digital citizenship is.....

A- Mocking others

B- Laziness and negligence

C- Respect and responsibility

D- Spreading rumors

6-Good online behavior is

A- Respecting others

B- Mocking others

C- Ignoring the rules

D- posting people's photos without their permission

7- A website can be created using.....

A- WordPress.

B- Excel.

C- PowerPoint.

D- Word.

8- It must be ensured that the site.....

A- Reliable and secure.

B- No content.

C- Unknown.

D- Difficult to use.



9- Examples of commercial websites.....

A- Amazon.

B- Wikipedia.

C- Knowledge Bank.

D- YouTube.

10- Safe shopping means.....

A- Use trusted websites.

B- Providing data to any website.

C- Opening strange links.

D- Account posting.

11- To add the current page to a new group in Microsoft Edge We choose.....

A- Add current page.

B- close window.

C- delete history.

D- new tap only.

12- Examples of web browsers.....

A- Excel.

B- Paint.

C- PowerPoint.

D- Google Chrome.

13- A good source should contain.....

A- The author's name.

B- numbers.

C- Just a lot of pictures.

D- advertisements.

14- Methods of verifying information.....

A- Comparing more than one site.

B- Read only one title.

C- Ignore the sources.

D- Copying texts without reviewing them.

15- Good communication leads to.....

a- Better cooperation.

b- misunderstanding.

c- Connection interruption.

d- Constant problems.

16- Examples of synchronous communication.....

a- Email.

b- A phone call.

c- Postponed messages.

d- Paper notes.



17- Etiquette of communication

a- Mocking them.

b- Respect for others.

c- Sending offensive messages.

d- Ignore the replies.

18- Examples of asynchronous communication

A- Email

b- A phone call.

c- Postponed messages.

d- Paper notes.

19- The first step to recovering a deleted file from your computer.....

A- Install file recovery software.

b- Internet search.

c- Open the recycle bin and restore the file.

d- Restart the computer.

20- When installing the recovery program, it is recommended to install it on.....

A- The same disk from which the files were lost.

b- Different or external disk.

c- Mobile phone.

d- The trash can.

21- The data is

a- primary information.

b- Final results.

c- Random numbers.

d- Pictures only.

22- A good presentation makes the information

a- Correct and accurate.

b- Boring.

c- Mysterious.

d- Untidy.



حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

الترم الثاني



Q1: Choose the correct answer

1. Digital citizenship is defined as

- a. not sharing information
- b. using games only
- c. using technology carefully and respectfully
- d. shutting down the Internet

2. Digital citizenship means you have rights, such as your

- a. privacy
- b. location
- c. keyboard
- d. piracy

3. Social responsibility is

- a. working individually only
- b. helping others and the community
- c. the lack of cooperation
- d. spreading rumors

4. The ability to interact positively with others online is one of your

- a. responsibilities
- b. rights
- c. privacy
- d. security

5. One of the responsibilities you have as a digital citizen is to

- a. ensure safe sharing online
- b. respect various sources
- c. both a and b
- d. none of them

6. One of the correct behaviors online is

- a. respecting others
- b. mocking others
- c. posting photos without permission
- d. ignoring the rules

7. Obtaining and sharing information via the Internet is one of your

- a. responsibilities
- b. rights
- c. privacy
- d. a and b

8. Respecting others' privacy and diverse sources are examples of digital

- a. responsibilities
- b. rights
- c. piracy
- d. projects



9. Social organizations encourage us NOT to spread

- a. rumors
- b. false information
- c. knowledge
- d. both a and b

10. Using technology to serve our society and help others shows that we are

- a. loyal and cooperative
- b. angry and rude
- c. lazy
- d. hackers

11. Social responsibility helps society by

- a. hiding information
- b. reducing participation
- c. closing Internet websites
- d. spreading awareness activities

12. One of the values of digital citizenship is

- a. respect and responsibility
- b. laziness and neglect
- c. spreading rumors
- d. interfering in others' privacy

13. Using technology for useful purposes means

- a. helping others
- b. serving the community
- c. sharing false information
- d. both a and b

14. Protection from piracy on the Internet is considered a/an

- a. idea
- b. right
- c. interaction
- d. property

15. We practice true digital citizenship when we are

- a. honest
- b. trustworthy
- c. respectful
- d. all of them

16. Websites help us

- a. search information
- b. learn
- c. explore the world
- d. all of them

17. Websites are made of

- a. search boxes
- b. menu bars
- c. linked pages
- d. buttons



18. The _____ helps users navigate between different pages of a website.

- a. search box
- b. interaction button
- c. menu bar
- d. power button

19. An example of websites that give useful information is

- a. Egyptian Knowledge Bank
- b. YouTube
- c. Twitter
- d. Facebook

20. If you are looking for a specific keyword within a website, the best tool to use is the

- a. "like" button
- b. website logo
- c. search box
- d. video player

21. A good website has a/an _____ design.

- a. messy
- b. boring
- c. slow
- d. attractive

22. You must ensure that the website is

- a. unknown
- b. reliable and safe
- c. without content
- d. difficult to use

23. To ensure a website is safe, you should check that it belongs to

- a. unknown people
- b. well-known organizations
- c. hackers
- d. unreliable sources

24. A good design makes the website

- a. confusing
- b. hard to browse
- c. full of ads
- d. easy to use

25. The interaction buttons on a website allow us to _____ the content.

- a. share
- b. save
- c. hide
- d. both a and b



26. A simple website can be created using the _____ program.

- a. Excel
- b. PowerPoint
- c. WordPress
- d. Paint

27. When creating a website, you can use _____ to make it interesting.

- a. text
- b. photos
- c. links
- d. all of them

28. The website content should be

- a. clear and useful
- b. confusing
- c. too long
- d. irrelevant to the idea

29. Before using a website, you should check the

- a. color of the page
- b. website address (URL)
- c. menu bar
- d. background music

30. All of the following are reliable websites EXCEPT

- a. Egyptian Knowledge Bank
- b. Google
- c. Alexandria Digital Library
- d. both b and c

31. Which of the following is NOT a characteristic of a good website?

- a. Attractive design
- b. Easy navigation
- c. Complicated language
- d. Organized content

32. _____ websites are used for buying and selling products or services online.

- a. Commercial
- b. Non-commercial
- c. EKB
- d. None of them

33. An example of commercial websites is

- a. Amazon
- b. Egyptian Knowledge Bank
- c. Wikipedia
- d. YouTube



34. Non-commercial websites provide _____ without making profits.

- a. expensive services
- b. shopping
- c. public benefits
- d. advertisements

35. An example of non-commercial websites is

- a. advertisement sites
- b. shopping sites
- c. e-stores
- d. Egyptian Knowledge Bank

36. The address of a secure website usually starts with

- a. http
- b. https
- c. www
- d. com

37. Fake advertisements may

- a. always be safe
- b. trick the user
- c. increase trust
- d. give prizes

38. One of the safe rules on the Internet is

- a. not sharing personal data
- b. writing the password everywhere
- c. clicking on every advertisement
- d. downloading unknown files

39. To know if a website is safe for shopping, look for the _____ symbol.

- a. exclamation mark
- b. star
- c. padlock
- d. dollar sign

40. Safe shopping means

- a. opening unknown links
- b. giving data to any site
- c. using trusted sites
- d. publishing accounts

41. All of the following are examples of commercial websites EXCEPT

- a. Amazon
- b. Egyptian Knowledge Bank
- c. digital advertisements
- d. online shops

42. Commercial websites are used to

- a. share knowledge
- b. provide free education
- c. make a profit
- d. offer public benefit



43. Non-commercial websites are used to

- a. share knowledge
- b. exchange information
- c. make profits
- d. both a and b

44. Some advertisements can be _____ by showing fake promises or very low prices.

- a. honest
- b. misleading
- c. helpful
- d. free

45. You should never share your _____ except on trusted websites.

- a. name
- b. passwords
- c. favorite color
- d. school name

46. A major benefit of commercial websites is that they save

- a. Internet speed
- b. passwords
- c. time and effort
- d. none of them

47. A/An _____ is a software program used to access websites on the Internet.

- a. operating system
- b. word processor
- c. web browser
- d. search box

48. _____ is an example of a web browser.

- a. PowerPoint
- b. Excel
- c. Paint
- d. Google Chrome

49. Microsoft Edge is a web browser that comes with the _____ operating system.

- a. Android
- b. Windows
- c. Chrome OS
- d. iOS

50. Features of Microsoft Edge include

- a. security
- b. privacy
- c. opening fast
- d. all of them



51. To add an image into a Collection, you can simply _____ it into the collection.

- a. delete
- b. drag
- c. hide
- d. print

52. The _____ tool in Microsoft Edge helps you organize web pages.

- a. recycle bin
- b. Collections
- c. print list
- d. search engine

53. To start a new collection, you must first select 'Collections' on the

- a. Desktop
- b. toolbar
- c. Start menu
- d. keyboard

54. To add the current page to a new collection in Microsoft Edge, we choose

- a. Add Current Page
- b. Delete History
- c. Close Window
- d. New Tab only

55. The _____ feature in Microsoft Edge starts the browser very quickly.

- a. Collections
- b. search
- c. startup boost
- d. interaction

56. To start a collection in Microsoft Edge, you should select

- a. Start New Collection
- b. New Web page
- c. New File
- d. New Slide

57. A web browser is

- a. a program for browsing websites
- b. a tool for designing images
- c. an electronic game
- d. an audio program

58. Microsoft Edge keeps your information _____ and _____.

- a. public – insecure
- b. safe – private
- c. visible – accessible
- d. none of them

59. Using the 'Collections' feature in Microsoft Edge, you can add

- a. videos
- b. images
- c. text
- d. all of them



60. The Internet is like a huge _____ with millions of pages of information.

- a. classroom
- b. hard drive
- c. computer
- d. library

61. To get accurate information, we must learn to choose _____ sources.

- a. random
- b. reliable
- c. unknown
- d. unverified

62. An example of a reliable website is

- a. Egyptian Knowledge Bank (EKB)
- b. an unknown site
- c. an unofficial page
- d. an unknown blog

63. A good and trusted source must contain

- a. the author's name
- b. numbers
- c. many pictures only
- d. advertisements

64. Listing your sources at the end of a project shows respect for the

- a. Internet
- b. search engines
- c. intellectual property rights
- d. hardware

65. When choosing an online source, you should check the _____ to ensure it is reliable.

- a. size
- b. date
- c. color
- d. design

66. One of the ways to verify information is

- a. comparing more than one site
- b. reading only one file
- c. ignoring sources
- d. copying texts without review

67. If you can't find the author's name or publisher on a website, that information might be

- a. highly reliable
- b. unreliable
- c. from a famous scientist
- d. a random blog



68. Search engines like Google help in

- a. accessing correct information
- b. misleading the user
- c. deleting content
- d. hiding the results

69. Which of the following is a reliable source for digital research?

- a. Educational websites
- b. Scientific articles
- c. Encyclopedias
- d. All of them

70. When writing a research paper, you must

- a. mention the sources
- b. hide the sources
- c. delete the references
- d. ignore the information

71. Search engines like _____ help you find information quickly.

- a. Word
- b. Google
- c. Paint
- d. Scratch

72. _____ may contain false information or fake news.

- a. Egyptian Knowledge Bank
- b. Alexandria Digital Library
- c. Unofficial websites
- d. Educational websites

73. When searching, you should use accurate _____ related to your topic.

- a. symbols
- b. passwords
- c. keywords
- d. advertisements

74. When you search carefully and choose reliable sources, you become a _____ digital researcher.

- a. careless
- b. responsible
- c. lazy
- d. dishonest

75. _____ are an example of synchronous communication.

- a. Video calls
- b. Emails
- c. Recorded videos
- d. Paper notes



76. _____ are an example of asynchronous communication.

- a. Phone calls
- b. Direct conversations
- c. Emails
- d. Live conferences

77. Asynchronous communication is useful when you

- a. need an immediate answer
- b. need time to think
- c. are in an emergency
- d. want a quick chat

78. One of the good rules in communication is

- a. mocking others
- b. respecting others
- c. sending offensive messages
- d. ignoring responses

79. Communication that occurs at the same time in real time is called _____ communication.

- a. synchronous
- b. asynchronous
- c. postal
- d. delayed

80. You should avoid sending _____ messages that may upset others.

- a. kind
- b. repeated
- c. helpful
- d. short

81. You should choose the way of communication according to

- a. the situation and time
- b. randomness
- c. the chances only
- d. your personal desires only

82. Which of the following is an example of synchronous communication?

- a. Emails
- b. Educational forums
- c. Instant messages
- d. Letters

83. Good communication helps us build good _____ with our colleagues.

- a. walls
- b. relationships
- c. problems
- d. secrets

84. _____ is/are an example of asynchronous communication.

- a. Instant messaging
- b. Phone calls
- c. Educational forums
- d. Video chats



85. Phone calls are considered _____.

- a. synchronous communication
- b. asynchronous communication
- c. educational forums
- d. both a and b

86. Good communication leads to

- a. permanent problems
- b. misunderstanding
- c. disconnection
- d. better collaboration

87. Synchronous communication is best for

- a. quick discussions
- b. long-term research
- c. sending large files
- d. thinking for days

88. Digital collaboration becomes easier when we use tools

- a. responsibly
- b. respectfully
- c. rudely
- d. both a and b

89. If we are working on a joint project that needs a quick decision, you should use

- a. the email
- b. synchronous communication
- c. asynchronous communication
- d. a printed report

90. The first step to restore a deleted file on a computer is to _____.

- a. search the Internet
- b. install a recovery program
- c. open the Recycle Bin and click Restore
- d. restart the device

91. When you restore a file from the Recycle Bin, it returns to _____.

- a. its original location
- b. the Downloads folder
- c. any folder you choose
- d. the Desktop

92. To recover a file from the Recycle Bin, you should right-click the file and select _____.

- a. Delete
- b. Restore
- c. Edit
- d. Properties

93. If a file is permanently deleted using (Shift + Delete), the best solution is to _____.

- a. search the Recycle Bin
- b. rename the file
- c. use data recovery programs
- d. copy other files in its place



94. _____ is an example of advanced data recovery software.
- Recuva
 - Disk Drill
 - Excel
 - Both a and b
95. Saving a new file over a deleted file is called _____.
- restoring
 - overwriting
 - backing up
 - formatting
96. When installing a recovery program, it is preferable to install it on _____.
- the same disk where the file was lost
 - a different or external disk
 - the mobile phone
 - the Recycle Bin
97. After deleting a file by mistake, you should _____ to restore the file.
- defragment the hard disk
 - stop using the disk
 - format the computer
 - install Windows
98. The function of the Deep Scan option in recovery programs is to _____.
- delete files forever
 - make the search faster
 - find old deleted files
 - reduce the file size
99. Restoring a deleted file from the Recycle Bin works only if _____.
- the file was permanently deleted
 - the Recycle Bin is not empty
 - the file was renamed
 - the computer is restarted
100. When restoring files, it is preferable to save them in _____.
- the same disk they were lost from
 - the main system folder
 - a different disk
 - the Desktop
101. A file cannot be restored from the Recycle Bin if it was deleted using _____.
- Ctrl + Alt + Delete
 - Ctrl + C
 - Shift + Delete
 - drag and drop



102. Recuva is a type of data _____ software.

- a. recovery
- b. drawing
- c. encryption
- d. gaming

103. The _____ mode takes more time but can find files deleted a long time ago.

- a. Quick Scan
- b. Deep Scan
- c. Filter Scan
- d. Security Scan

104. To find the Recycle Bin on your computer, look on _____.

- a. the keyboard
- b. Drive E
- c. Recuva
- d. Desktop

105. Data is defined as _____.

- a. raw information
- b. final results
- c. random numbers
- d. images only

106. We can collect data through _____.

- a. observations
- b. books
- c. websites
- d. all of them

107. After collecting data, it should be _____.

- a. deleted quickly
- b. left messy
- c. organized clearly
- d. none of them

108. The tools used for presenting data include _____.

- a. tables
- b. graphs
- c. pens only
- d. both a and b

109. The BEST way to show results in a visual and easy-to-read way is through _____.

- a. raw notes
- b. graphs
- c. unorganized text
- d. none of them

110. Using _____ sources leads to wrong results.

- a. reliable
- b. updated
- c. unreliable
- d. verified



111. Which program is used to organize data and numbers?

- a. Word
- b. Excel
- c. Paint
- d. PowerPoint only

112. _____ is a collection of raw information that we use to understand a topic.

- a. Software
- b. Decision
- c. Data
- d. Chart

113. In _____, data is organized into rows and columns.

- a. a text box
- b. a table
- c. a graph
- d. none of them

114. It is important to make sure that data is _____.

- a. correct and accurate
- b. from an unknown source
- c. incomplete
- d. old

115. If you want to know which sports your friends like by watching them play during break time, you are using _____.

- a. books and websites
- b. direct observation
- c. a digital library
- d. a search engine

116. To show data in an attractive and easy-to-understand way, you can _____.

- a. add titles
- b. add labels
- c. use colors
- d. all of them

117. Before showing data, you must _____ the sources to ensure the information is correct.

- a. verify
- b. delete
- c. change
- d. ignore

118. A good presentation makes the information _____.

- a. boring
- b. vague
- c. clear and understandable
- d. unorganized



119. Organized data helps us _____.

- a. skip thinking
- b. make decisions
- c. reduce work
- d. avoid results

120. The goal of any presentation is to be _____.

- a. strictly text
- b. informative and fun
- c. very long
- d. confusing

121. One of the best tools to present ideas in an interesting way is _____.

- a. PowerPoint
- b. Paint only
- c. the browser
- d. the email

122. Using multimedia, such as pictures and videos, can make your presentation _____.

- a. memorable
- b. more engaging
- c. easy to understand
- d. all of them

123. To make a presentation attractive, we use _____.

- a. lots of text
- b. long slides
- c. small fonts
- d. images and colors

124. To add visually appealing text in PowerPoint, you can use _____.

- a. movies
- b. WordArt
- c. sounds
- d. all of them

125. The presentation slides should be _____.

- a. full of text
- b. short and clear
- c. full of numbers
- d. unorganized

126. An effective presentation should focus on _____ main idea(s) per slide.

- a. one
- b. three
- c. four
- d. many

127. Using videos in a presentation helps to _____.

- a. attract attention
- b. distract the students
- c. cancel the main idea
- d. only make the time longer



128. The tool used to create short videos to support your presentation is _____.

- a. WordArt
- b. PowerPoint
- c. Movie Maker
- d. both a and b

129. _____ is used to create slides that contain text, images, and animations.

- a. PowerPoint
- b. Movie Maker
- c. Word
- d. Excel

130. A good presentation makes the idea _____.

- a. vague
- b. difficult
- c. easy to understand
- d. boring

131. WordArt in PowerPoint is used to add _____.

- a. extra slides
- b. attractive text
- c. large videos
- d. new transitions

132. The slides should be arranged in a logical order, starting with the _____.

- a. conclusion
- b. introduction
- c. recommendations
- d. step-by-step info

133. _____ can make your presentation more effective and enjoyable.

- a. Calm music
- b. Loud noises
- c. Dark images
- d. Many colors

134. When adding sounds or videos, you should choose them carefully to _____.

- a. distract the audience
- b. make the slide long
- c. support your idea
- d. hide the text

135. _____ is a program used to create presentations.

- a. Excel
- b. Paint
- c. PowerPoint
- d. Internet



136. PowerPoint allows you to add _____.

- a. pictures
- b. sounds
- c. web pages
- d. both a and b

137. An effective presentation depends on _____.

- a. speaking very fast
- b. randomness
- c. good organization and self-confidence
- d. deleting images

138. When designing a presentation, you should choose _____ colors.

- a. dark
- b. too many
- c. matching
- d. invisible

139. The best way to start a presentation is with _____.

- a. a simple introduction
- b. jumping to the conclusion
- c. ignoring the title
- d. showing images only

140. In the _____, you summarize the topic and give recommendations.

- a. introduction
- b. conclusion
- c. main presentation
- d. design tips

141. A picture or video can _____.

- a. distract the viewer
- b. replace the presenter
- c. do nothing
- d. explain ideas faster

142. A presentation should be reviewed _____.

- a. while speaking
- b. only after the presentation
- c. before showing it to others
- d. after speaking

143. PowerPoint allows you to create _____ to write your information.

- a. books
- b. websites
- c. emails
- d. slides

144. You should use a clear and _____ font so everyone can read easily.

- a. small
- b. large
- c. invisible
- d. thin



- 145. Practicing the presentation before showing it to others improves the _____.**
a. slide colors
b. computer speed
c. self confidence
d. file size
- 146. Using multimedia in a presentation helps in _____.**
a. clarifying the idea
b. confusing the students
c. deleting texts
d. reducing the attention
- 147. Before presenting, you can practice in front of a _____ to get used to your posture.**
a. wall
b. window
c. mirror
d. computer
- 148. Self-confidence makes the presentation more _____ and persuasive.**
a. boring
b. impactful
c. confusing
d. difficult
- 149. Reviewing your work helps you make sure there are no _____ mistakes.**
a. spelling
b. technical
c. grammar
d. all of them
- 150. A/An _____ is what we see when we visit a website.**
a. printer
b. email
c. web page
d. none of them
- 151. A web page consists of _____.**
a. text
b. images
c. links
d. all of them
- 152. To move from one web page to another easily, visitors use _____.**
a. links
b. images
c. texts
d. headings



153. _____ is a programming language used to create websites.

- a. Excel
- b. Word
- c. HTML
- d. PowerPoint

154. A clear heading that shows the page topic should be placed at the _____.

- a. bottom
- b. top
- c. side
- d. middle

155. A web page should be _____.

- a. full of advertisements
- b. easy to use
- c. crowded with text
- d. unclear

156. Images should be used to _____.

- a. replace all text
- b. distract readers
- c. support the idea
- d. hide information

157. Using matching colors makes the page _____.

- a. attractive
- b. unorganized
- c. slow
- d. hard to read

158. You can create a simple web page to show a _____.

- a. story
- b. school project
- c. personal biography
- d. all of them

159. Links on your web page must be _____.

- a. correct and working
- b. random and too many
- c. repetitive
- d. unimportant

160. Visitors may leave a website if they find _____.

- a. matching colors
- b. clear headings
- c. broken links
- d. useful content

161. After finishing the design, you should review the page as if you were a _____.

- a. teacher
- b. visitor
- c. programmer
- d. stranger



162. A good web design is not just about looking attractive, it should also be _____.

- a. useful
- b. difficult to navigate
- c. confusing
- d. broken

163. Every website contains _____.

- a. only one page
- b. many web pages
- c. no images
- d. none of them

164. A good web page should encourage visitors to _____.

- a. leave quickly
- b. close the browser
- c. stop reading
- d. return again

165. The first step in a project is _____.

- a. identifying the idea
- b. executing the results
- c. printing the report
- d. saving the files only

166. In a simple work plan, we should write _____.

- a. what needs to be done
- b. who will do each task
- c. when each task will be finished
- d. all of them

167. One of the tools we may need to prepare a digital project is _____.

- a. an Arabic book
- b. a school bag
- c. a computer and the Internet
- d. a football

168. Which of the following is considered a digital resource?

- a. Word
- b. PowerPoint
- c. Pencils
- d. Both a and b

169. The characteristics of a successful team include _____.

- a. selfishness and chaos
- b. collaboration and organization
- c. ignoring tasks
- d. lack of planning



170. A good project plan explains _____.

- a. tasks and time
- b. the number of pages only
- c. the type of paper
- d. nothing specific

171. Before starting the project, we should decide the _____.

- a. grades
- b. class seating
- c. tools and materials
- d. rewards

172. Determining who will research the information and who will write the text is part of _____.

- a. teamwork roles
- b. collecting resources
- c. a project timeline
- d. presenting

173. It is important to set a _____ for each task in the project.

- a. price
- b. planned time
- c. new idea
- d. color

174. After collecting information, the next step is _____.

- a. project implementation
- b. deleting data
- c. finishing work immediately
- d. starting the idea again

175. After presenting the project, we should listen to _____ to improve it.

- a. loud noises
- b. music only
- c. feedback
- d. none of them

176. Organized teamwork makes the project _____.

- a. difficult
- b. successful and enjoyable
- c. boring
- d. confusing

177. In a team, the person responsible for finding facts and data is called the _____.

- a. information researcher
- b. image designer
- c. project presenter
- d. text writer

178. When working on the project, we should _____.

- a. ignore the progress
- b. work without checking
- c. review step by step
- d. change the idea daily



179. Setting a time frame for a task, like "two days for design," is an example of _____.

- a. resource collection
- b. time management
- c. idea generation
- d. software installation

180. Teamwork means that everyone works together and _____ each other.

- a. ignores
- b. hides from
- c. supports
- d. replaces

Q2: Put (✓) or (X)

1. Digital citizenship means using the Internet irresponsibly. ()
2. We should respect the rights of others when using the Internet. ()
3. Social responsibility does not include helping others. ()
4. One of your rights is the ability to engage with others online. ()
5. The Internet can be a tool for spreading awareness. ()
6. Protection from piracy online is from digital citizenship rights. ()
7. One of your responsibilities is to use the Internet whenever you want. ()
8. Respecting others' privacy is one of the digital citizenship responsibilities. ()
9. Technology should be used only for entertainment. ()
10. The Internet helps in social activities that support solving some social issues. ()
11. It is acceptable to use the Internet to bully others. ()
12. A good digital citizen exhibits positive behavior in communication online. ()
13. Being socially responsible includes not caring about the websites you use. ()
14. You should always ensure safe sharing when you are online. ()
15. Respecting sources of information is part of your digital responsibilities. ()
16. Websites are an important part of our daily life. ()
17. Information websites are for entertainment only. ()
18. Websites consist of separate pages that are not linked together. ()
19. The Egyptian Knowledge Bank is a reliable website. ()
20. A website can only be created using complex programs. ()
21. A good design makes the site easy to use. ()
22. You must check if the information is correct before you use it. ()
23. The Alexandria Digital Library is a reliable website. ()
24. The search box helps us navigate between different pages. ()
25. A safe website should belong to well-known organizations. ()
26. Google Sites is a tool to create simple websites. ()
27. A successful website has disorganized content. ()
28. Reliable websites provide accurate and easy-to-understand information. ()
29. Safe websites often provide false or misleading news to attract visitors. ()



30. The Internet is an important tool in our world. ()
31. Websites are either commercial or non-commercial. ()
32. Commercial websites only want to spread awareness. ()
33. Educational sites are non-commercial websites. ()
34. Commercial websites save time and effort when shopping. ()
35. Online advertisements are always true. ()
36. Personal data must be protected when purchasing online. ()
37. E-learning platforms are examples of commercial websites. ()
38. Safe shopping means being careful of fake websites. ()
39. A safe website address starts with http. ()
40. Non-commercial websites share knowledge for free. ()
41. The padlock symbol next to a website address indicates the site is safe. ()
42. A smart user thinks carefully before typing personal information. ()
43. It's safe to share your passwords on any website. ()
44. Some ads are misleading and use fake promises. ()
45. A web browser is a program that allows you to browse websites. ()
46. Microsoft Edge and Google Chrome are both examples of web browsers. ()
47. Microsoft Edge cannot be used on the Windows operating system. ()
48. You can use the 'Collections' feature to organize your research in one place. ()
49. Security and privacy are important features of Microsoft Edge. ()
50. You can't add videos to a collection in Microsoft Edge. ()
51. You should give your collection a title to help organize its content. ()
52. You can't create Collections in the browser. ()
53. You can drag links and images directly into a collection. ()
54. You can add the current page to a collection in Microsoft Edge. ()
55. The Startup Boost feature makes Microsoft Edge start slowly. ()
56. Microsoft Edge provides security and privacy features to protect users while browsing. ()
57. Web browsers are used to design and edit professional videos. ()
58. You can add content to a 'collection' by selecting 'Add Current Page'. ()
59. To start a collection, you should select 'Add Current Page'. ()
60. All information on the Internet is correct and accurate. ()
61. Alexandria Digital Library is an example of a reliable online source. ()
62. You can rely on any website without checking. ()
63. Using specific keywords like 'Climate Change in Egypt' is better than just searching for 'Weather.' ()
64. Reliable sources often contain many grammar mistakes. ()
65. A good source mentions the name of the content's author. ()
66. Intellectual property rights mean respecting the work and rights of others. ()
67. You should ignore the publication date of sources. ()
68. Public libraries and digital encyclopedias are reliable sources. ()
69. Comparing information from different sources helps ensure its accuracy. ()
70. You should check the date to see when information was last updated. ()
71. Mentioning the source in your project is a way of respecting others' rights. ()



72. Unknown or unofficial websites always contain accurate information. ()
73. Spelling and grammar errors in a source indicate it might not be reliable. ()
74. Organizing information and presenting it clearly doesn't matter when checking the source reliability. ()
75. Synchronous communication means communicating at different times. ()
76. In instant chats, people respond at a later time. ()
77. Email is an example of asynchronous communication. ()
78. Asynchronous communication is helpful when you don't need an immediate response. ()
79. Educational forums are examples of synchronous communication. ()
80. One of the communication ethics is using polite words. ()
81. Asynchronous communication occurs when people reply later. ()
82. Real-time communication is another name for synchronous communication. ()
83. Sending many repeated messages is a good way to show activity. ()
84. Synchronous communication requires an instant response. ()
85. You should respect others' opinions to be a good digital citizen. ()
86. Good communication helps improve collaboration. ()
87. It is okay to share inappropriate pictures in a group chat. ()
88. Digital collaboration makes working on joint projects easier. ()
89. You should avoid sharing inappropriate pictures or symbols online. ()
90. Choosing the right tool for communication depends on the urgency of the situation. ()
91. It is acceptable to use inappropriate symbols if you are talking to a close friend online. ()
92. Respecting the opinions of others is a fundamental rule of digital ethics. ()
93. Emails are the best tool when you need an immediate response. ()
94. Real-time communication is another name for asynchronous communication. ()
95. Restoring files from the Recycle Bin is the easiest way to recover deleted files. ()
96. Permanently deleted files can be restored without using any external programs. ()
97. You can preview files like photos before recovering them. ()
98. You should stop using the disk after files are deleted and before trying to recover them. ()
99. Recuva is a free program that can be used to recover deleted files. ()
100. It is better to install the recovery program on the same disk from where the files were deleted. ()
101. Recovery programs cannot restore files from a formatted disk. ()
102. The Deep Scan option helps find files deleted a long time ago. ()
103. Using "Shift + Delete" sends the file to the Recycle Bin. ()
104. When a file is restored from the Recycle Bin, it returns to its original location. ()
105. You should install the recovery software on Drive C if you lost files from Drive C. ()
106. Recovering a file is impossible if its data has been overwritten by new information. ()
107. "Poor" recovery status means the file may be damaged. ()
108. Once a file is deleted from the Recycle Bin, it is impossible to restore it again. ()
109. You should always check the Recycle Bin first before downloading any recovery software. ()
110. Data are the final results ready for use. ()
111. Organized and clear data help us make smart decisions. ()
112. Data can be collected from more than one source. ()
113. Asking questions is not a method for collecting data. ()



114. Using incorrect data or unreliable sources leads to wrong results. ()
115. Excel cannot be used to present information. ()
116. Colors help presenting data in an attractive way. ()
117. Organizing data helps us understand it better. ()
118. A graph is a visual way to represent numbers and results. ()
119. You can only collect data by asking people questions. ()
120. Microsoft Excel can be used to enter numbers and create charts. ()
121. We must check data accuracy before presenting it. ()
122. Excel helps us organize data and create graphs quickly. ()
123. Adding titles and labels helps the reader understand the table or graph better. ()
124. The information found in books and on websites cannot be used as a source for data. ()
125. A good presentation does not need organization. ()
126. Multimedia helps the presentation be memorable for a long time. ()
127. Images and videos can be used to attract attention. ()
128. It is enough to just write the information when presenting a project. ()
129. Long slides are better in a presentation. ()
130. Slides should contain many different ideas. ()
131. PowerPoint is one of the most popular presentation programs. ()
132. Appropriate sounds should support your idea, not distract the audience. ()
133. Movie Maker is used to create slides with text and shapes. ()
134. Using colors helps people understand ideas better. ()
135. Calm music can make a presentation more enjoyable. ()
136. The goal of a presentation is to confuse the audience. ()
137. WordArt is a PowerPoint tool used to make the text more visually appealing. ()
138. A successful presentation ends with a conclusion that summarizes the results. ()
139. The conclusion or recommendations should come at the beginning of the slides. ()
140. Microsoft PowerPoint is a popular program for creating presentations. ()
141. A presentation is only for playing and fun. ()
142. A presentation should have an introduction, a main part, and a conclusion. ()
143. It is important to choose colors that are comfortable for the eyes. ()
144. The font on the presentation slides should be clear and easy to read. ()
145. You cannot add sounds to your presentation. ()
146. There is no need to practice before the presentation. ()
147. Each slide in a PowerPoint presentation should be well-organized. ()
148. A large font is only necessary for the title of the presentation. ()
149. Images help clarify ideas. ()
150. Practicing the presentation can be done in front of a mirror to check your posture. ()
151. It is important to review the presentation before presenting it. ()
152. You should use much text on each slide. ()
153. The introduction gives the final result or recommendation of the presentation. ()
154. You should practice speaking confidently before giving your presentation. ()
155. Self-confidence helps make your presentation more persuasive. ()



156. Spelling and grammar errors do not affect the presentation. ()
157. A web page is what we see when we visit a website. ()
158. HTML is a programming language used to create websites. ()
159. Every website consists of only one single web page. ()
160. A web page contains only text. ()
161. Links help visitors move to other pages easily. ()
162. A good web page is difficult to use. ()
163. A clear heading should be placed at the bottom of the page. ()
164. You can use HTML to add links to other pages. ()
165. Images should be used even if they do not support the idea. ()
166. Using nice colors makes a website more attractive. ()
167. A good website should be hard to navigate. ()
168. You should avoid adding a title to your web page to surprise visitors. ()
169. Links should be verified before publishing the page. ()
170. Good design of a website means only using beautiful colors. ()
171. Broken links are helpful because they give visitors a break from reading. ()
172. HTML is a language used to create presentations like PowerPoint. ()
173. A project can be done without identifying an idea. ()
174. It is important to prepare a project plan. ()
175. A digital project plan helps the team work in an organized way. ()
176. There is no need to assign tasks to each team member. ()
177. Time management helps team members finish on time. ()
178. Tools should be identified before starting the project. ()
179. It is better for one person to do all the tasks without any team roles. ()
180. Digital resources may include a computer or tablet. ()
181. You should start a project before preparing your tools. ()
182. Tools should be identified before starting the project. ()
183. A short video explaining a school activity is an example of a digital project. ()
184. Analyzing project needs means deciding what type of information we will use. ()
185. Feedback from others is not important for improving your project. ()
186. Software like Word or PowerPoint are examples of project materials. ()
187. Reviewing the project helps ensure there are no spelling or technical mistakes. ()
188. An Internet connection is a digital resource needed for research or sharing. ()



Q1: Choose the correct answer

1. Digital citizenship is defined as

- a. not sharing information
- b. using games only
- c. using technology carefully and respectfully**
- d. shutting down the Internet

2. Digital citizenship means you have rights, such as your

- a. privacy**
- b. location
- c. keyboard
- d. piracy

3. Social responsibility is

- a. working individually only
- b. helping others and the community**
- c. the lack of cooperation
- d. spreading rumors

4. The ability to interact positively with others online is one of your

- a. responsibilities**
- b. rights
- c. privacy
- d. security

5. One of the responsibilities you have as a digital citizen is to

- a. ensure safe sharing online
- b. respect various sources
- c. both a and b**
- d. none of them

6. One of the correct behaviors online is

- a. respecting others**
- b. mocking others
- c. posting photos without permission
- d. ignoring the rules

7. Obtaining and sharing information via the Internet is one of your

- a. responsibilities
- b. rights**
- c. privacy
- d. a and b

8. Respecting others' privacy and diverse sources are examples of digital

- a. responsibilities**
- b. rights
- c. piracy
- d. projects



9. Social organizations encourage us NOT to spread

- a. rumors
- b. false information
- c. knowledge
- d. both a and b**

10. Using technology to serve our society and help others shows that we are

- a. loyal and cooperative**
- b. angry and rude
- c. lazy
- d. hackers

11. Social responsibility helps society by

- a. hiding information
- b. reducing participation
- c. closing Internet websites
- d. spreading awareness activities**

12. One of the values of digital citizenship is

- a. respect and responsibility**
- b. laziness and neglect
- c. spreading rumors
- d. interfering in others' privacy

13. Using technology for useful purposes means

- a. helping others
- b. serving the community
- c. sharing false information
- d. both a and b**

14. Protection from piracy on the Internet is considered a/an

- a. idea
- b. right**
- c. interaction
- d. property

15. We practice true digital citizenship when we are

- a. honest
- b. trustworthy
- c. respectful
- d. all of them**

16. Websites help us

- a. search information
- b. learn
- c. explore the world
- d. all of them**

17. Websites are made of

- a. search boxes
- b. menu bars
- c. linked pages**
- d. buttons



18. The _____ helps users navigate between different pages of a website.
- a. search box
 - b. interaction button
 - c. menu bar
 - d. power button
19. An example of websites that give useful information is
- a. Egyptian Knowledge Bank
 - b. YouTube
 - c. Twitter
 - d. Facebook
20. If you are looking for a specific keyword within a website, the best tool to use is the
- a. "like" button
 - b. website logo
 - c. search box
 - d. video player
21. A good website has a/an _____ design.
- a. messy
 - b. boring
 - c. slow
 - d. attractive
22. You must ensure that the website is
- a. unknown
 - b. reliable and safe
 - c. without content
 - d. difficult to use
23. To ensure a website is safe, you should check that it belongs to
- a. unknown people
 - b. well-known organizations
 - c. hackers
 - d. unreliable sources
24. A good design makes the website
- a. confusing
 - b. hard to browse
 - c. full of ads
 - d. easy to use
25. The interaction buttons on a website allow us to _____ the content.
- a. share
 - b. save
 - c. hide
 - d. both a and b



26. A simple website can be created using the _____ program.

- a. Excel
- b. PowerPoint
- c. **WordPress**
- d. Paint

27. When creating a website, you can use _____ to make it interesting.

- a. text
- b. photos
- c. links
- d. **all of them**

28. The website content should be

- a. **clear and useful**
- b. confusing
- c. too long
- d. irrelevant to the idea

29. Before using a website, you should check the

- a. color of the page
- b. **website address (URL)**
- c. menu bar
- d. background music

30. All of the following are reliable websites EXCEPT

- a. Egyptian Knowledge Bank
- b. **Google**
- c. Alexandria Digital Library
- d. both b and c

31. Which of the following is NOT a characteristic of a good website?

- a. Attractive design
- b. Easy navigation
- c. **Complicated language**
- d. Organized content

32. _____ websites are used for buying and selling products or services online.

- a. **Commercial**
- b. Non-commercial
- c. EKB
- d. None of them

33. An example of commercial websites is

- a. **Amazon**
- b. Egyptian Knowledge Bank
- c. Wikipedia
- d. YouTube



34. Non-commercial websites provide _____ without making profits.

- a. expensive services
- b. shopping
- c. public benefits
- d. advertisements

35. An example of non-commercial websites is

- a. advertisement sites
- b. shopping sites
- c. e-stores
- d. Egyptian Knowledge Bank

36. The address of a secure website usually starts with

- a. http
- b. https
- c. www
- d. com

37. Fake advertisements may

- a. always be safe
- b. trick the user
- c. increase trust
- d. give prizes

38. One of the safe rules on the Internet is

- a. not sharing personal data
- b. writing the password everywhere
- c. clicking on every advertisement
- d. downloading unknown files

39. To know if a website is safe for shopping, look for the _____ symbol.

- a. exclamation mark
- b. star
- c. padlock
- d. dollar sign

40. Safe shopping means

- a. opening unknown links
- b. giving data to any site
- c. using trusted sites
- d. publishing accounts

41. All of the following are examples of commercial websites EXCEPT

- a. Amazon
- b. Egyptian Knowledge Bank
- c. digital advertisements
- d. online shops

42. Commercial websites are used to

- a. share knowledge
- b. provide free education
- c. make a profit
- d. offer public benefit



43. Non-commercial websites are used to

- a. share knowledge
- b. exchange information
- c. make profits
- d. both a and b**

44. Some advertisements can be _____ by showing fake promises or very low prices.

- a. honest
- b. misleading**
- c. helpful
- d. free

45. You should never share your _____ except on trusted websites.

- a. name
- b. passwords**
- c. favorite color
- d. school name

46. A major benefit of commercial websites is that they save

- a. Internet speed
- b. passwords
- c. time and effort**
- d. none of them

47. A/An _____ is a software program used to access websites on the Internet.

- a. operating system
- b. word processor
- c. web browser**
- d. search box

48. _____ is an example of a web browser.

- a. PowerPoint
- b. Excel
- c. Paint
- d. Google Chrome**

49. Microsoft Edge is a web browser that comes with the _____ operating system.

- a. Android
- b. Windows**
- c. Chrome OS
- d. iOS

50. Features of Microsoft Edge include

- a. security
- b. privacy
- c. opening fast
- d. all of them**



51. To add an image into a Collection, you can simply _____ it into the collection.

- a. delete
- b. drag**
- c. hide
- d. print

52. The _____ tool in Microsoft Edge helps you organize web pages.

- a. recycle bin
- b. Collections**
- c. print list
- d. search engine

53. To start a new collection, you must first select 'Collections' on the

- a. Desktop
- b. toolbar**
- c. Start menu
- d. keyboard

54. To add the current page to a new collection in Microsoft Edge, we choose

- a. Add Current Page**
- b. Delete History
- c. Close Window
- d. New Tab only

55. The _____ feature in Microsoft Edge starts the browser very quickly.

- a. Collections
- b. search
- c. startup boost**
- d. interaction

56. To start a collection in Microsoft Edge, you should select

- a. Start New Collection**
- b. New Web page
- c. New File
- d. New Slide

57. A web browser is

- a. a program for browsing websites**
- b. a tool for designing images
- c. an electronic game
- d. an audio program

58. Microsoft Edge keeps your information _____ and _____.

- a. public – insecure
- b. safe – private**
- c. visible – accessible
- d. none of them

59. Using the 'Collections' feature in Microsoft Edge, you can add

- a. videos
- b. images
- c. text
- d. all of them**



60. The Internet is like a huge _____ with millions of pages of information.
- a. classroom
 - b. hard drive
 - c. computer
 - d. library**
61. To get accurate information, we must learn to choose _____ sources.
- a. random
 - b. reliable**
 - c. unknown
 - d. unverified
62. An example of a reliable website is
- a. Egyptian Knowledge Bank (EKB)**
 - b. an unknown site
 - c. an unofficial page
 - d. an unknown blog
63. A good and trusted source must contain
- a. the author's name**
 - b. numbers
 - c. many pictures only
 - d. advertisements
64. Listing your sources at the end of a project shows respect for the
- a. Internet
 - b. search engines
 - c. intellectual property rights**
 - d. hardware
65. When choosing an online source, you should check the _____ to ensure it is reliable.
- a. size
 - b. date**
 - c. color
 - d. design
66. One of the ways to verify information is
- a. comparing more than one site**
 - b. reading only one file
 - c. ignoring sources
 - d. copying texts without review
67. If you can't find the author's name or publisher on a website, that information might be
- a. highly reliable
 - b. unreliable**
 - c. from a famous scientist
 - d. a random blog



68. Search engines like Google help in

- a. **accessing correct information**
- b. misleading the user
- c. deleting content
- d. hiding the results

69. Which of the following is a reliable source for digital research?

- a. Educational websites
- b. Scientific articles
- c. Encyclopedias
- d. **All of them**

70. When writing a research paper, you must

- a. **mention the sources**
- b. hide the sources
- c. delete the references
- d. ignore the information

71. Search engines like _____ help you find information quickly.

- a. Word
- b. **Google**
- c. Paint
- d. Scratch

72. _____ may contain false information or fake news.

- a. Egyptian Knowledge Bank
- b. Alexandria Digital Library
- c. **Unofficial websites**
- d. Educational websites

73. When searching, you should use accurate _____ related to your topic.

- a. symbols
- b. passwords
- c. **keywords**
- d. advertisements

74. When you search carefully and choose reliable sources, you become a _____ digital researcher.

- a. careless
- b. **responsible**
- c. lazy
- d. dishonest

75. _____ are an example of synchronous communication.

- a. **Video calls**
- b. Emails
- c. Recorded videos
- d. Paper notes



76. _____ are an example of asynchronous communication.

- a. Phone calls
- b. Direct conversations
- c. **Emails**
- d. Live conferences

77. Asynchronous communication is useful when you

- a. need an immediate answer
- b. **need time to think**
- c. are in an emergency
- d. want a quick chat

78. One of the good rules in communication is

- a. mocking others
- b. **respecting others**
- c. sending offensive messages
- d. ignoring responses

79. Communication that occurs at the same time in real time is called _____ communication.

- a. **synchronous**
- b. asynchronous
- c. postal
- d. delayed

80. You should avoid sending _____ messages that may upset others.

- a. kind
- b. **repeated**
- c. helpful
- d. short

81. You should choose the way of communication according to

- a. **the situation and time**
- b. randomness
- c. the chances only
- d. your personal desires only

82. Which of the following is an example of synchronous communication?

- a. Emails
- b. Educational forums
- c. **Instant messages**
- d. Letters

83. Good communication helps us build good _____ with our colleagues.

- a. walls
- b. **relationships**
- c. problems
- d. secrets

84. _____ is/are an example of asynchronous communication.

- a. Instant messaging
- b. Phone calls
- c. **Educational forums**
- d. Video chats



85. Phone calls are considered _____.

- a. **synchronous communication**
- b. asynchronous communication
- c. educational forums
- d. both a and b

86. Good communication leads to

- a. permanent problems
- b. misunderstanding
- c. disconnection
- d. **better collaboration**

87. Synchronous communication is best for

- a. **quick discussions**
- b. long-term research
- c. sending large files
- d. thinking for days

88. Digital collaboration becomes easier when we use tools

- a. responsibly
- b. respectfully
- c. rudely
- d. **both a and b**

89. If we are working on a joint project that needs a quick decision, you should use

- a. the email
- b. **synchronous communication**
- c. asynchronous communication
- d. a printed report

90. The first step to restore a deleted file on a computer is to _____.

- a. search the Internet
- b. install a recovery program
- c. **open the Recycle Bin and click Restore**
- d. restart the device

91. When you restore a file from the Recycle Bin, it returns to _____.

- a. **its original location**
- b. the Downloads folder
- c. any folder you choose
- d. the Desktop

92. To recover a file from the Recycle Bin, you should right-click the file and select _____.

- a. Delete
- b. **Restore**
- c. Edit
- d. Properties

93. If a file is permanently deleted using (Shift + Delete), the best solution is to _____.

- a. search the Recycle Bin
- b. rename the file
- c. **use data recovery programs**
- d. copy other files in its place



94. _____ is an example of advanced data recovery software.
- a. Recuva
 - b. Disk Drill
 - c. Excel
 - d. **Both a and b**
95. Saving a new file over a deleted file is called _____.
- a. restoring
 - b. **overwriting**
 - c. backing up
 - d. formatting
96. When installing a recovery program, it is preferable to install it on _____.
- a. the same disk where the file was lost
 - b. **a different or external disk**
 - c. the mobile phone
 - d. the Recycle Bin
97. After deleting a file by mistake, you should _____ to restore the file.
- a. defragment the hard disk
 - b. **stop using the disk**
 - c. format the computer
 - d. install Windows
98. The function of the Deep Scan option in recovery programs is to _____.
- a. delete files forever
 - b. make the search faster
 - c. **find old deleted files**
 - d. reduce the file size
99. Restoring a deleted file from the Recycle Bin works only if _____.
- a. the file was permanently deleted
 - b. **the Recycle Bin is not empty**
 - c. the file was renamed
 - d. the computer is restarted
100. When restoring files, it is preferable to save them in _____.
- a. the same disk they were lost from
 - b. the main system folder
 - c. **a different disk**
 - d. the Desktop
101. A file cannot be restored from the Recycle Bin if it was deleted using _____.
- a. Ctrl + Alt + Delete
 - b. Ctrl + C
 - c. **Shift + Delete**
 - d. drag and drop



102. Recuva is a type of data _____ software.

- a. recovery
- b. drawing
- c. encryption
- d. gaming

103. The _____ mode takes more time but can find files deleted a long time ago.

- a. Quick Scan
- b. Deep Scan
- c. Filter Scan
- d. Security Scan

104. To find the Recycle Bin on your computer, look on _____.

- a. the keyboard
- b. Drive E
- c. Recuva
- d. Desktop

105. Data is defined as _____.

- a. raw information
- b. final results
- c. random numbers
- d. images only

106. We can collect data through _____.

- a. observations
- b. books
- c. websites
- d. all of them

107. After collecting data, it should be _____.

- a. deleted quickly
- b. left messy
- c. organized clearly
- d. none of them

108. The tools used for presenting data include _____.

- a. tables
- b. graphs
- c. pens only
- d. both a and b

109. The BEST way to show results in a visual and easy-to-read way is through _____.

- a. raw notes
- b. graphs
- c. unorganized text
- d. none of them

110. Using _____ sources leads to wrong results.

- a. reliable
- b. updated
- c. unreliable
- d. verified



111. Which program is used to organize data and numbers?

- a. Word
- b. Excel**
- c. Paint
- d. PowerPoint only

112. _____ is a collection of raw information that we use to understand a topic.

- a. Software
- b. Decision
- c. Data**
- d. Chart

113. In _____, data is organized into rows and columns.

- a. a text box
- b. a table**
- c. a graph
- d. none of them

114. It is important to make sure that data is _____.

- a. correct and accurate**
- b. from an unknown source
- c. incomplete
- d. old

115. If you want to know which sports your friends like by watching them play during break time, you are using _____.

- a. books and websites
- b. direct observation**
- c. a digital library
- d. a search engine

116. To show data in an attractive and easy-to-understand way, you can _____.

- a. add titles
- b. add labels
- c. use colors
- d. all of them**

117. Before showing data, you must _____ the sources to ensure the information is correct.

- a. verify**
- b. delete
- c. change
- d. ignore

118. A good presentation makes the information _____.

- a. boring
- b. vague
- c. clear and understandable**
- d. unorganized



119. Organized data helps us _____.

- a. skip thinking
- b. make decisions**
- c. reduce work
- d. avoid results

120. The goal of any presentation is to be _____.

- a. strictly text
- b. informative and fun**
- c. very long
- d. confusing

121. One of the best tools to present ideas in an interesting way is _____.

- a. PowerPoint**
- b. Paint only
- c. the browser
- d. the email

122. Using multimedia, such as pictures and videos, can make your presentation _____.

- a. memorable
- b. more engaging
- c. easy to understand
- d. all of them**

123. To make a presentation attractive, we use _____.

- a. lots of text
- b. long slides
- c. small fonts
- d. images and colors**

124. To add visually appealing text in PowerPoint, you can use _____.

- a. movies
- b. WordArt**
- c. sounds
- d. all of them

125. The presentation slides should be _____.

- a. full of text
- b. short and clear**
- c. full of numbers
- d. unorganized

126. An effective presentation should focus on _____ main idea(s) per slide.

- a. one**
- b. three
- c. four
- d. many

127. Using videos in a presentation helps to _____.

- a. attract attention**
- b. distract the students
- c. cancel the main idea
- d. only make the time longer



128. The tool used to create short videos to support your presentation is _____.

- a. WordArt
- b. PowerPoint
- c. **Movie Maker**
- d. both a and b

129. _____ is used to create slides that contain text, images, and animations.

- a. **PowerPoint**
- b. Movie Maker
- c. Word
- d. Excel

130. A good presentation makes the idea _____.

- a. vague
- b. difficult
- c. **easy to understand**
- d. boring

131. WordArt in PowerPoint is used to add _____.

- a. extra slides
- b. **attractive text**
- c. large videos
- d. new transitions

132. The slides should be arranged in a logical order, starting with the _____.

- a. conclusion
- b. **introduction**
- c. recommendations
- d. step-by-step info

133. _____ can make your presentation more effective and enjoyable.

- a. **Calm music**
- b. Loud noises
- c. Dark images
- d. Many colors

134. When adding sounds or videos, you should choose them carefully to _____.

- a. distract the audience
- b. make the slide long
- c. **support your idea**
- d. hide the text

135. _____ is a program used to create presentations.

- a. Excel
- b. Paint
- c. **PowerPoint**
- d. Internet



136. PowerPoint allows you to add _____.

- a. pictures
- b. sounds
- c. web pages
- d. both a and b

137. An effective presentation depends on _____.

- a. speaking very fast
- b. randomness
- c. good organization and self-confidence
- d. deleting images

138. When designing a presentation, you should choose _____ colors.

- a. dark
- b. too many
- c. matching
- d. invisible

139. The best way to start a presentation is with _____.

- a. a simple introduction
- b. jumping to the conclusion
- c. ignoring the title
- d. showing images only

140. In the _____, you summarize the topic and give recommendations.

- a. introduction
- b. conclusion
- c. main presentation
- d. design tips

141. A picture or video can _____.

- a. distract the viewer
- b. replace the presenter
- c. do nothing
- d. explain ideas faster

142. A presentation should be reviewed _____.

- a. while speaking
- b. only after the presentation
- c. before showing it to others
- d. after speaking

143. PowerPoint allows you to create _____ to write your information.

- a. books
- b. websites
- c. emails
- d. slides

144. You should use a clear and _____ font so everyone can read easily.

- a. small
- b. large
- c. invisible
- d. thin



145. Practicing the presentation before showing it to others improves the _____.
a. slide colors
b. computer speed
c. self confidence
d. file size
146. Using multimedia in a presentation helps in _____.
a. clarifying the idea
b. confusing the students
c. deleting texts
d. reducing the attention
147. Before presenting, you can practice in front of a _____ to get used to your posture.
a. wall
b. window
c. mirror
d. computer
148. Self-confidence makes the presentation more _____ and persuasive.
a. boring
b. impactful
c. confusing
d. difficult
149. Reviewing your work helps you make sure there are no _____ mistakes.
a. spelling
b. technical
c. grammar
d. all of them
150. A/An _____ is what we see when we visit a website.
a. printer
b. email
c. web page
d. none of them
151. A web page consists of _____.
a. text
b. images
c. links
d. all of them
152. To move from one web page to another easily, visitors use _____.
a. links
b. images
c. texts
d. headings



153. _____ is a programming language used to create websites.

- a. Excel
- b. Word
- c. HTML
- d. PowerPoint

154. A clear heading that shows the page topic should be placed at the _____.

- a. bottom
- b. top
- c. side
- d. middle

155. A web page should be _____.

- a. full of advertisements
- b. easy to use
- c. crowded with text
- d. unclear

156. Images should be used to _____.

- a. replace all text
- b. distract readers
- c. support the idea
- d. hide information

157. Using matching colors makes the page _____.

- a. attractive
- b. unorganized
- c. slow
- d. hard to read

158. You can create a simple web page to show a _____.

- a. story
- b. school project
- c. personal biography
- d. all of them

159. Links on your web page must be _____.

- a. correct and working
- b. random and too many
- c. repetitive
- d. unimportant

160. Visitors may leave a website if they find _____.

- a. matching colors
- b. clear headings
- c. broken links
- d. useful content

161. After finishing the design, you should review the page as if you were a _____.

- a. teacher
- b. visitor
- c. programmer
- d. stranger



162. A good web design is not just about looking attractive, it should also be _____.

- a. **useful**
- b. difficult to navigate
- c. confusing
- d. broken

163. Every website contains _____.

- a. only one page
- b. **many web pages**
- c. no images
- d. none of them

164. A good web page should encourage visitors to _____.

- a. leave quickly
- b. close the browser
- c. stop reading
- d. **return again**

165. The first step in a project is _____.

- a. **identifying the idea**
- b. executing the results
- c. printing the report
- d. saving the files only

166. In a simple work plan, we should write _____.

- a. what needs to be done
- b. who will do each task
- c. when each task will be finished
- d. **all of them**

167. One of the tools we may need to prepare a digital project is _____.

- a. an Arabic book
- b. a school bag
- c. **a computer and the Internet**
- d. a football

168. Which of the following is considered a digital resource?

- a. Word
- b. PowerPoint
- c. Pencils
- d. **Both a and b**

169. The characteristics of a successful team include _____.

- a. selfishness and chaos
- b. **collaboration and organization**
- c. ignoring tasks
- d. lack of planning



170. A good project plan explains _____.

- a. **tasks and time**
- b. the number of pages only
- c. the type of paper
- d. nothing specific

171. Before starting the project, we should decide the _____.

- a. grades
- b. class seating
- c. **tools and materials**
- d. rewards

172. Determining who will research the information and who will write the text is part of _____.

- a. **teamwork roles**
- b. collecting resources
- c. a project timeline
- d. presenting

173. It is important to set a _____ for each task in the project.

- a. price
- b. **planned time**
- c. new idea
- d. color

174. After collecting information, the next step is _____.

- a. **project implementation**
- b. deleting data
- c. finishing work immediately
- d. starting the idea again

175. After presenting the project, we should listen to _____ to improve it.

- a. loud noises
- b. music only
- c. **feedback**
- d. none of them

176. Organized teamwork makes the project _____.

- a. difficult
- b. **successful and enjoyable**
- c. boring
- d. confusing

177. In a team, the person responsible for finding facts and data is called the _____.

- a. **information researcher**
- b. image designer
- c. project presenter
- d. text writer

178. When working on the project, we should _____.

- a. ignore the progress
- b. work without checking
- c. **review step by step**
- d. change the idea daily



179. Setting a time frame for a task, like "two days for design," is an example of _____.

- a. resource collection
- b. time management**
- c. idea generation
- d. software installation

180. Teamwork means that everyone works together and _____ each other.

- a. ignores
- b. hides from
- c. supports**
- d. replaces

Q2: Put (✓) or (X)

1. Digital citizenship means using the Internet irresponsibly. Answer: **False**
2. We should respect the rights of others when using the Internet. Answer: **True**
3. Social responsibility does not include helping others. Answer: **False**
4. One of your rights is the ability to engage with others online. Answer: **True**
5. The Internet can be a tool for spreading awareness. Answer: **True**
6. Protection from piracy online is from digital citizenship rights. Answer: **True**
7. One of your responsibilities is to use the Internet whenever you want. Answer: **False**
8. Respecting others' privacy is one of the digital citizenship responsibilities. Answer: **True**
9. Technology should be used only for entertainment. Answer: **False**
10. The Internet helps in social activities that support solving some social issues. Answer: **True**
11. It is acceptable to use the Internet to bully others. Answer: **False**
12. A good digital citizen exhibits positive behavior in communication online. Answer: **True**
13. Being socially responsible includes not caring about the websites you use. Answer: **False**
14. You should always ensure safe sharing when you are online. Answer: **True**
15. Respecting sources of information is part of your digital responsibilities. Answer: **True**
16. Websites are an important part of our daily life. Answer: **True**
17. Information websites are for entertainment only. Answer: **False**
18. Websites consist of separate pages that are not linked together. Answer: **False**
19. The Egyptian Knowledge Bank is a reliable website. Answer: **True**
20. A website can only be created using complex programs. Answer: **False**
21. A good design makes the site easy to use. Answer: **True**
22. You must check if the information is correct before you use it. Answer: **True**
23. The Alexandria Digital Library is a reliable website. Answer: **True**
24. The search box helps us navigate between different pages. Answer: **False**
25. A safe website should belong to well-known organizations. Answer: **True**
26. Google Sites is a tool to create simple websites. Answer: **True**
27. A successful website has disorganized content. Answer: **False**
28. Reliable websites provide accurate and easy-to-understand information. Answer: **True**
29. Safe websites often provide false or misleading news to attract visitors. Answer: **False**



30. The Internet is an important tool in our world. Answer: True
31. Websites are either commercial or non-commercial. Answer: True
32. Commercial websites only want to spread awareness. Answer: False
33. Educational sites are non-commercial websites. Answer: True
34. Commercial websites save time and effort when shopping. Answer: True
35. Online advertisements are always true. Answer: False
36. Personal data must be protected when purchasing online. Answer: True
37. E-learning platforms are examples of commercial websites. Answer: False
38. Safe shopping means being careful of fake websites. Answer: True
39. A safe website address starts with http. Answer: False
40. Non-commercial websites share knowledge for free. Answer: True
41. The padlock symbol next to a website address indicates the site is safe. Answer: True
42. A smart user thinks carefully before typing personal information. Answer: True
43. It's safe to share your passwords on any website. Answer: False
44. Some ads are misleading and use fake promises. Answer: True
45. A web browser is a program that allows you to browse websites. Answer: True
46. Microsoft Edge and Google Chrome are both examples of web browsers. Answer: True
47. Microsoft Edge cannot be used on the Windows operating system. Answer: False
48. You can use the 'Collections' feature to organize your research in one place. Answer: True
49. Security and privacy are important features of Microsoft Edge. Answer: True
50. You can't add videos to a collection in Microsoft Edge. Answer: False
51. You should give your collection a title to help organize its content. Answer: True
52. You can't create Collections in the browser. Answer: False
53. You can drag links and images directly into a collection. Answer: True
54. You can add the current page to a collection in Microsoft Edge. Answer: True
55. The Startup Boost feature makes Microsoft Edge start slowly. Answer: False
56. Microsoft Edge provides security and privacy features to protect users while browsing. Answer: True
57. Web browsers are used to design and edit professional videos. Answer: False
58. You can add content to a 'collection' by selecting 'Add Current Page. Answer: True
59. To start a collection, you should select 'Add Current Page.' Answer: False
60. All information on the Internet is correct and accurate. Answer: False
61. Alexandria Digital Library is an example of a reliable online source. Answer: True
62. You can rely on any website without checking. Answer: False
63. Using specific keywords like 'Climate Change in Egypt' is better than just searching for 'Weather.'
Answer: True
64. Reliable sources often contain many grammar mistakes. Answer: False
65. A good source mentions the name of the content's author. Answer: True
66. Intellectual property rights mean respecting the work and rights of others. Answer: True
67. You should ignore the publication date of sources. Answer: False
68. Public libraries and digital encyclopedias are reliable sources. Answer: True
69. Comparing information from different sources helps ensure its accuracy. Answer: True
70. You should check the date to see when information was last updated. Answer: True



71. Mentioning the source in your project is a way of respecting others' rights. Answer: **True**
72. Unknown or unofficial websites always contain accurate information. Answer: **False**
73. Spelling and grammar errors in a source indicate it might not be reliable. Answer: **True**
74. Organizing information and presenting it clearly doesn't matter when checking the source reliability. Answer: **False**
75. Synchronous communication means communicating at different times. Answer: **False**
76. In instant chats, people respond at a later time. Answer: **False**
77. Email is an example of asynchronous communication. Answer: **True**
78. Asynchronous communication is helpful when you don't need an immediate response. Answer: **True**
79. Educational forums are examples of synchronous communication. Answer: **False**
80. One of the communication ethics is using polite words. Answer: **True**
81. Asynchronous communication occurs when people reply later. Answer: **True**
82. Real-time communication is another name for synchronous communication. Answer: **True**
83. Sending many repeated messages is a good way to show activity. Answer: **False**
84. Synchronous communication requires an instant response. Answer: **True**
85. You should respect others' opinions to be a good digital citizen. Answer: **True**
86. Good communication helps improve collaboration. Answer: **True**
87. It is okay to share inappropriate pictures in a group chat. Answer: **False**
88. Digital collaboration makes working on joint projects easier. Answer: **True**
89. You should avoid sharing inappropriate pictures or symbols online. Answer: **True**
90. Choosing the right tool for communication depends on the urgency of the situation. Answer: **True**
91. It is acceptable to use inappropriate symbols if you are talking to a close friend online. Answer: **False**
92. Respecting the opinions of others is a fundamental rule of digital ethics. Answer: **True**
93. Emails are the best tool when you need an immediate response. Answer: **False**
94. Real-time communication is another name for asynchronous communication. Answer: **False**
95. Restoring files from the Recycle Bin is the easiest way to recover deleted files. Answer: **True**
96. Permanently deleted files can be restored without using any external programs. Answer: **False**
97. You can preview files like photos before recovering them. Answer: **True**
98. You should stop using the disk after files are deleted and before trying to recover them. Answer: **True**
99. Recuva is a free program that can be used to recover deleted files. Answer: **True**
100. It is better to install the recovery program on the same disk from where the files were deleted. Answer: **False**
101. Recovery programs cannot restore files from a formatted disk. Answer: **False**
102. The Deep Scan option helps find files deleted a long time ago. Answer: **True**
103. Using "Shift + Delete" sends the file to the Recycle Bin. Answer: **False**
104. When a file is restored from the Recycle Bin, it returns to its original location. Answer: **True**
105. You should install the recovery software on Drive C if you lost files from Drive C. Answer: **False**
106. Recovering a file is impossible if its data has been overwritten by new information. Answer: **True**
107. "Poor" recovery status means the file may be damaged. Answer: **True**
108. Once a file is deleted from the Recycle Bin, it is impossible to restore it again. Answer: **False**
109. You should always check the Recycle Bin first before downloading any recovery software. Answer: **True**



110. Data are the final results ready for use. Answer: **False**
111. Organized and clear data help us make smart decisions. Answer: **True**
112. Data can be collected from more than one source. Answer: **True**
113. Asking questions is not a method for collecting data. Answer: **False**
114. Using incorrect data or unreliable sources leads to wrong results. Answer: **True**
115. Excel cannot be used to present information. Answer: **False**
116. Colors help presenting data in an attractive way. Answer: **True**
117. Organizing data helps us understand it better. Answer: **True**
118. A graph is a visual way to represent numbers and results. Answer: **True**
119. You can only collect data by asking people questions. Answer: **False**
120. Microsoft Excel can be used to enter numbers and create charts. Answer: **True**
121. We must check data accuracy before presenting it. Answer: **True**
122. Excel helps us organize data and create graphs quickly. Answer: **True**
123. Adding titles and labels helps the reader understand the table or graph better. Answer: **True**
124. The information found in books and on websites cannot be used as a source for data. Answer: **False**
125. A good presentation does not need organization. Answer: **False**
126. Multimedia helps the presentation be memorable for a long time. Answer: **True**
127. Images and videos can be used to attract attention. Answer: **True**
128. It is enough to just write the information when presenting a project. Answer: **False**
129. Long slides are better in a presentation. Answer: **False**
130. Slides should contain many different ideas. Answer: **False**
131. PowerPoint is one of the most popular presentation programs. Answer: **True**
132. Appropriate sounds should support your idea, not distract the audience. Answer: **True**
133. Movie Maker is used to create slides with text and shapes. Answer: **False**
134. Using colors helps people understand ideas better. Answer: **True**
135. Calm music can make a presentation more enjoyable. Answer: **True**
136. The goal of a presentation is to confuse the audience. Answer: **False**
137. WordArt is a PowerPoint tool used to make the text more visually appealing. Answer: **True**
138. A successful presentation ends with a conclusion that summarizes the results. Answer: **True**
139. The conclusion or recommendations should come at the beginning of the slides. Answer: **False**
140. Microsoft PowerPoint is a popular program for creating presentations. Answer: **True**
141. A presentation is only for playing and fun. Answer: **False**
142. A presentation should have an introduction, a main part, and a conclusion. Answer: **True**
143. It is important to choose colors that are comfortable for the eyes. Answer: **True**
144. The font on the presentation slides should be clear and easy to read. Answer: **True**
145. You cannot add sounds to your presentation. Answer: **False**
146. There is no need to practice before the presentation. Answer: **False**
147. Each slide in a PowerPoint presentation should be well-organized. Answer: **True**
148. A large font is only necessary for the title of the presentation. Answer: **False**
149. Images help clarify ideas. Answer: **True**
150. Practicing the presentation can be done in front of a mirror to check your posture. Answer: **True**
151. It is important to review the presentation before presenting it. Answer: **True**



152. You should use much text on each slide. Answer: **False**
153. The introduction gives the final result or recommendation of the presentation. Answer: **False**
154. You should practice speaking confidently before giving your presentation. Answer: **True**
155. Self-confidence helps make your presentation more persuasive. Answer: **True**
156. Spelling and grammar errors do not affect the presentation. Answer: **False**
157. A web page is what we see when we visit a website. Answer: **True**
158. HTML is a programming language used to create websites. Answer: **True**
159. Every website consists of only one single web page. Answer: **False**
160. A web page contains only text. Answer: **False**
161. Links help visitors move to other pages easily. Answer: **True**
162. A good web page is difficult to use. Answer: **False**
163. A clear heading should be placed at the bottom of the page. Answer: **False**
164. You can use HTML to add links to other pages. Answer: **True**
165. Images should be used even if they do not support the idea. Answer: **False**
166. Using nice colors makes a website more attractive. Answer: **True**
167. A good website should be hard to navigate. Answer: **False**
168. You should avoid adding a title to your web page to surprise visitors. Answer: **False**
169. Links should be verified before publishing the page. Answer: **True**
170. Good design of a website means only using beautiful colors. Answer: **False**
171. Broken links are helpful because they give visitors a break from reading. Answer: **False**
172. HTML is a language used to create presentations like PowerPoint. Answer: **False**
173. A project can be done without identifying an idea. Answer: **False**
174. It is important to prepare a project plan. Answer: **True**
175. A digital project plan helps the team work in an organized way. Answer: **True**
176. There is no need to assign tasks to each team member. Answer: **False**
177. Time management helps team members finish on time. Answer: **True**
178. Tools should be identified before starting the project. Answer: **True**
179. It is better for one person to do all the tasks without any team roles. Answer: **False**
180. Digital resources may include a computer or tablet. Answer: **True**
181. You should start a project before preparing your tools. Answer: **False**
182. Tools should be identified before starting the project. Answer: **True**
183. A short video explaining a school activity is an example of a digital project. Answer: **True**
184. Analyzing project needs means deciding what type of information we will use. Answer: **True**
185. Feedback from others is not important for improving your project. Answer: **False**
186. Software like Word or PowerPoint are examples of project materials. Answer: **True**
187. Reviewing the project helps ensure there are no spelling or technical mistakes. Answer: **True**
188. An Internet connection is a digital resource needed for research or sharing. Answer: **True**

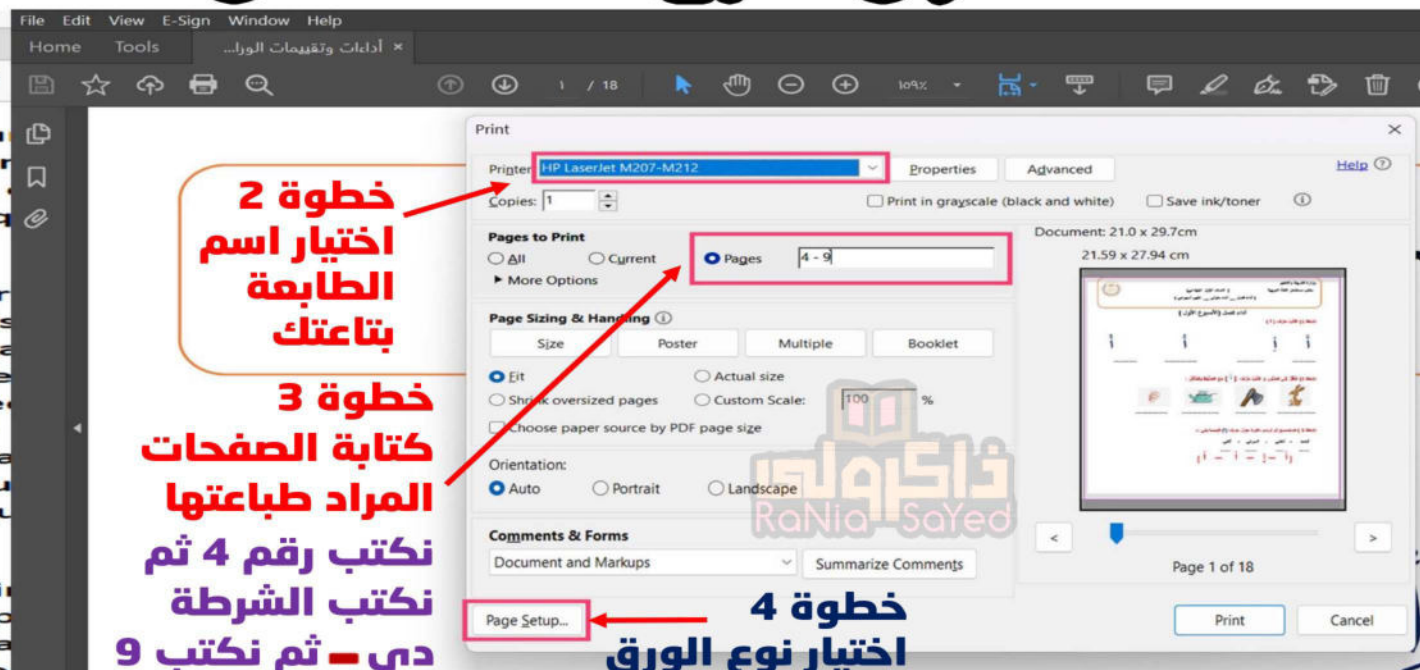


كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



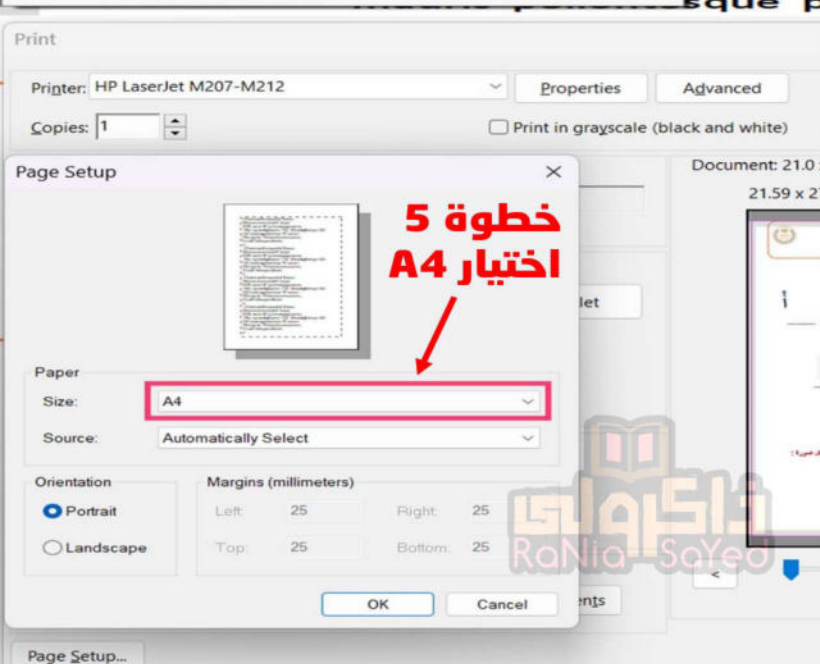
خطوة 1



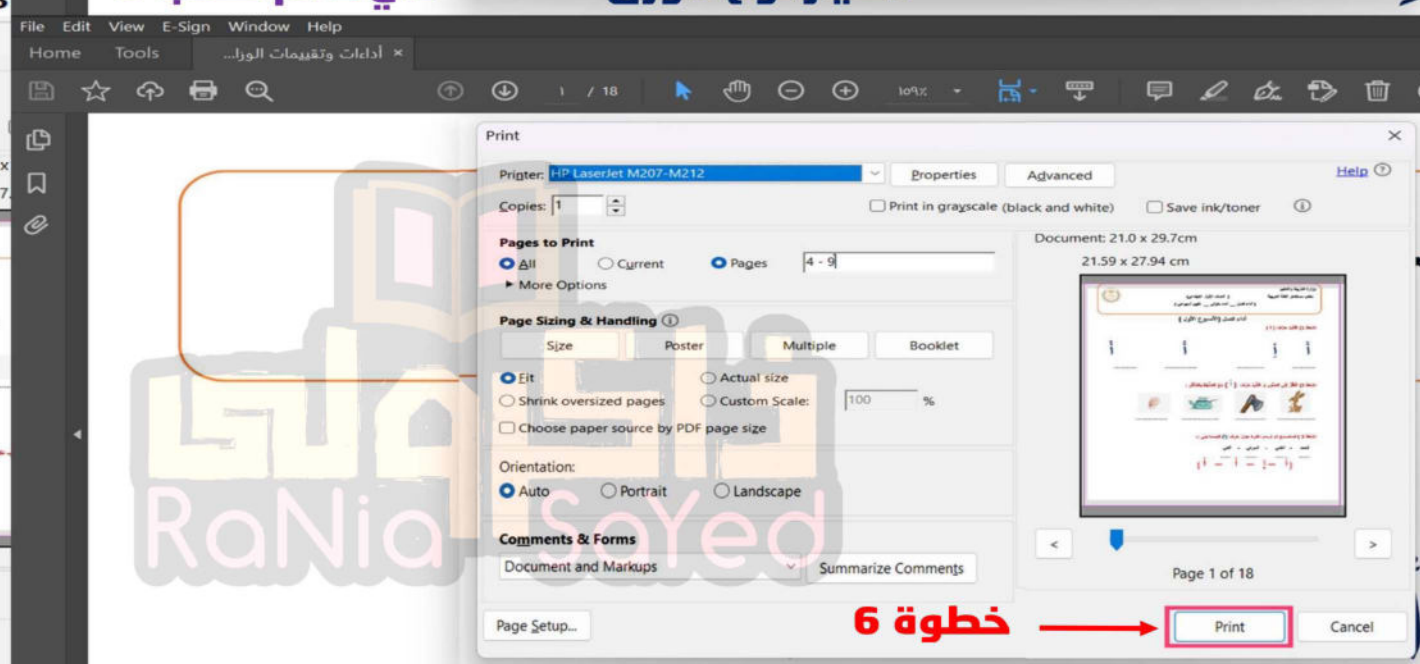
خطوة 2
اختيار اسم
الطابعة
بتاعتك

خطوة 3
كتابة الصفحات
المراد طباعتها
نكتب رقم 4 ثم
نكتب الشرطة
دي - ثم نكتب 9

خطوة 4
اختيار نوع الورق



خطوة 5
اختيار A4



خطوة 6